

Settlement Agreement Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our intention to review the settlement agreement dated [Insert Date of Agreement] relating to [Brief Description of the Matter]. We appreciate the opportunity to carefully examine the terms and conditions outlined in the document.

As part of our review process, we will assess the following key elements:

- Compensation terms
- Timeline for payments
- Confidentiality clauses
- Mutual releases
- Governing law

We aim to provide our feedback and any potential revisions by [Insert Feedback Deadline]. If necessary, please feel free to reach out to discuss any urgent matters related to this agreement.

Thank you for your attention to this matter. We look forward to continuing our cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]