

Complaint Settlement Agreement

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

This letter serves to confirm the settlement agreement reached regarding the complaint filed on [Insert Complaint Date]. The details of our agreement are as follows:

- **Issue:** [Briefly describe the complaint]
- **Resolution:** [Describe how the issue will be resolved]
- **Compensation:** [Detail any agreed compensation]
- **Timeline:** [Outline any timelines associated with the agreement]

We believe that this settlement is fair and mutually beneficial for both parties involved. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for your cooperation.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Contact Information]

Acceptance:

[Recipient Name] - [Title]