

# Partial Settlement Agreement

Date: [Insert Date]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Subject: Agreement for Partial Settlement

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the partial settlement of [insert the details of the dispute or debt]. The parties involved in this agreement acknowledge the following terms:

1. Amount agreed for partial settlement: \$[Insert Amount]
2. Payment terms: [Insert Payment Terms]
3. Deadline for payment: [Insert Deadline]
4. Releases: Upon receipt of the agreed amount, both parties will release each other from any further claims related to this matter.

By signing below, both parties agree to the terms outlined in this partial settlement agreement.

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[Your Name]

Date: [Insert Date]

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[Recipient's Name]

Date: [Insert Date]

Thank you for your cooperation.

Sincerely,

[Your Name]