

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally accept the settlement payment of [amount] offered to me in relation to [brief description of the case or issue].

Upon review of the terms outlined, I agree to the settlement, and I appreciate your cooperation in resolving this matter amicably.

Please let me know the next steps regarding the payment process, and thank you once again for your prompt attention to this matter.

Sincerely,  
[Your Name]