

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the settlement funds in the amount of [Insert Amount] related to [Brief Description of Settlement]. The funds were received on [Insert Date of Receipt] and will be used in accordance with the terms of the settlement agreement.

Thank you for your prompt processing of these funds. Should you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]