

Settlement Disbursement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a confirmation for the settlement disbursement pertaining to [Brief Description of Settlement]. We are pleased to confirm that the total amount of [Settlement Amount] will be disbursed on [Disbursement Date].

Thank you for your cooperation throughout this process. Should you have any questions or require further information, please feel free to reach out at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]