

# Settlement Payment Confirmation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the receipt of your settlement payment in the amount of [Insert Amount] made on [Insert Payment Date]. This payment represents the settlement of [brief description of the settlement terms].

The details of your payment are as follows:

- Payment Amount: [Insert Amount]
- Payment Method: [Insert Payment Method]
- Transaction Reference Number: [Insert Reference Number]

Please retain this letter for your records. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Company Phone Number]