

# Settlement Terms Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the terms of settlement as discussed on [insert date of discussion]. After careful consideration, I agree to the terms outlined in your proposal dated [insert date of proposal].

To confirm, the settlement terms are as follows:

- Settlement Amount: [Insert Amount]
- Payment Schedule: [Insert Payment Schedule]
- Other Terms: [Insert Other Terms]

Please let me know if you require any further documentation or information to proceed. I appreciate your cooperation and look forward to resolving this matter amicably.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]