

Settlement Terms Agreement

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Subject: Settlement Terms Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement outlining the settlement terms between [Your Name] and [Recipient's Name].

Settlement Terms:

1. Payment Amount: [Insert Amount]
2. Payment Due Date: [Insert Date]
3. Method of Payment: [Insert Method]
4. Additional Terms: [Insert Any Additional Terms]

Both parties agree to the terms outlined above. This agreement is binding upon both parties upon signature.

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Title (if applicable)] [Your Signature]

Agreed and Accepted by:

[Recipient's Name] [Recipient's Title (if applicable)] [Recipient's Signature]