

# Settlement Terms Clarification Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Clarification of Settlement Terms

I hope this letter finds you well. I am writing to clarify certain terms regarding the settlement discussed on [insert date or refer to previous correspondence]. Below are the key points that I would like to confirm:

1. Settlement Amount: [Specify Amount]
2. Payment Schedule: [Describe schedule]
3. Release of Claims: [Specify any claims to be released]
4. Confidentiality Clause: [Detail any confidentiality terms]

Please let me know if the above terms are accurate or if there are any amendments. Your confirmation would be greatly appreciated to ensure we are aligned moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]