

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Re: Confirmation of Settlement Terms

I am writing to confirm the terms of our settlement agreement reached on [Date of Agreement].  
As discussed, the settlement terms are as follows:

- Amount to be paid: [Settlement Amount]
- Payment Method: [Payment Method]
- Payment Due Date: [Due Date]
- Any additional terms: [Additional Terms]

Please review the above terms and confirm your acceptance by signing below and returning a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

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Signature: [Recipient's Name]

Date: \_\_\_\_\_