

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the settlement terms related to [specific matter or case]. I want to ensure that we are aligned and to clarify any outstanding details.

As per our last conversation on [date], the proposed terms included:

- [Term/Condition 1]
- [Term/Condition 2]
- [Term/Condition 3]

Please let me know if these terms are acceptable or if there are any adjustments you would like to propose. I believe we can reach a mutually beneficial agreement, and I am eager to finalize this matter.

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

Sincerely,
[Your Name]