

# Settlement Offer Acknowledgment

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 acknowledge the receipt of your settlement offer dated [Insert Offer Date]. I appreciate your effort in addressing this matter.

As per the terms outlined in your offer, I am currently reviewing the proposal and will respond by [Insert Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]