

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

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

Dear [Recipient's Name],

I am writing to formally accept the terms of the proposed settlement as outlined in your letter dated [date of the proposed settlement]. I appreciate the effort taken to reach this agreement and believe it is in the best interest of both parties.

As stated, I accept the following terms:

- [Detail of Term 1]
- [Detail of Term 2]
- [Detail of Term 3]

Thank you for your cooperation throughout this process. Please let me know if there are any further steps I need to take to finalize this agreement.

Sincerely,

[Your Name]