

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the settlement proposal dated [date of the proposal], regarding [brief description of the matter]. After careful consideration, I believe that this resolution is in the best interest of both parties.

As per our agreement, I understand that the settlement includes [briefly outline the terms of the settlement]. I appreciate your cooperation and willingness to resolve this matter amicably.

Please let me know the next steps to finalize this agreement. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]