

# Letter of Acknowledgment of Settlement Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the acceptance of the settlement agreement dated [Insert Date of Settlement Agreement]. We appreciate your willingness to resolve this matter amicably.

Please find enclosed the signed copy of the settlement agreement for your records. The terms of the settlement, as agreed upon, will be carried out as outlined in the document.

If you have any further questions or require additional information, please do not hesitate to contact us at your convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]