

Affirmation of Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally affirm and accept the settlement offer proposed by your office on [Insert Date of Offer]. After careful consideration, I have determined that the terms outlined in the offer are acceptable to me.

I appreciate the opportunity to resolve this matter amicably and trust that we can finalize the settlement agreement at your earliest convenience. Please confirm the next steps in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]