

Agreement to Settle Claims

Date: [Insert Date]

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

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

Dear [Recipient's Name],

This letter serves as an agreement between [Your Name] and [Recipient's Name] to settle all claims arising from [brief description of the claims or dispute].

We hereby agree to the following terms:

1. [Term 1: Description of the settlement terms]
2. [Term 2: Description of payment terms or conditions]
3. [Term 3: Other relevant conditions]

Upon acceptance of these terms, both parties agree to release each other from any further claims related to this matter.

We request that you sign and return a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Printed Name]

Agreed and Accepted by:

[Recipient's Signature]
[Recipient's Printed Name]