

Approval of Settlement Terms

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally approve the settlement terms as discussed in our recent meetings. The agreed-upon terms are as follows:

- Settlement Amount: \$[Insert Amount]
- Payment Schedule: [Insert Schedule Details]
- Condition of Settlement: [Insert Conditions]

We appreciate your cooperation in reaching this resolution and look forward to finalizing the necessary documents to proceed.

Please confirm your acceptance of these terms by signing below and returning a copy to my attention.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Position]

Accepted by: _____
[Recipient Name]
[Position]
[Date]