

Confirmation of Settlement Arrangement

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],

We are writing to confirm the settlement arrangement agreed upon concerning [brief description of the matter]. This letter serves as a formal acknowledgment of our mutual agreement.

The details of the settlement arrangement are as follows:

- **Amount:** [Insert Amount]
- **Payment Schedule:** [Insert Payment Schedule]
- **Due Dates:** [Insert Due Dates]
- **Other Terms:** [Insert Other Terms if applicable]

We appreciate your cooperation in this matter and look forward to a smooth transaction. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]