

Settlement Confirmation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as confirmation of the settlement agreement reached on [insert date of settlement discussion]. We appreciate your cooperation and commitment to resolving this matter amicably.

The terms of the settlement are as follows:

- Settlement Amount: [Insert Amount]
- Payment Due Date: [Insert Date]
- Conditions: [List any conditions if applicable]
- Release of Claims: [Briefly describe any claims being released]

We believe this settlement will benefit both parties and bring closure to this matter. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Enclosure: [List any enclosed documents]