

**Date:** [Insert Date]

**To:** [Insert Name of Recipient/Claimant]

**Address:** [Insert Address]

**RE: Partial Settlement and Release of Claim - [Insert Claim/Reference Number]**

Dear [Insert Name],

This letter confirms the agreement between [Insert Payer Name] ("the Payer") and [Insert Claimant Name] ("the Claimant") regarding the partial settlement of the claim arising from [Insert Brief Description of Incident or Contract] occurring on [Insert Date].

**1. Payment Terms:** The Payer agrees to pay the Claimant the sum of \$[Insert Amount] (the "Settlement Amount") as a partial payment toward the total damages claimed.

**2. Scope of Release:** Upon receipt of the Settlement Amount, the Claimant hereby releases and forever discharges the Payer from any and all liability, demands, or causes of action specifically related to [Insert Specific Portion of Claim being settled, e.g., Property Damage Only], while expressly reserving the right to pursue the remaining portions of the claim related to [Insert Reserved Portions, e.g., Personal Injury or Future Medical Expenses].

**3. No Admission of Liability:** This partial settlement is made for the purpose of compromise and does not constitute an admission of liability by the Payer.

**4. Confidentiality:** Both parties agree to keep the terms and amount of this partial settlement confidential, except as required by law.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter.

Sincerely,

[Insert Signature Name]

[Insert Title/Company]

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**ACKNOWLEDGED AND AGREED:**

Signature: \_\_\_\_\_

Name: [Insert Claimant Name]

Date: \_\_\_\_\_