

Date: [Insert Date]

SENT VIA: [Email / Certified Mail]

RE: Settlement Agreement - Breach of Commercial Lease dated [Original Lease Date]

Property Address: [Insert Full Property Address]

TO: [Opposing Party Name / Legal Counsel]

FROM: [Your Name / Company Name]

Dear [Name],

This letter formally documents the settlement terms reached during the mediation held on [Date of Mediation] regarding the alleged breach of the commercial lease agreement for the property referenced above.

The parties hereby agree to resolve all outstanding disputes under the following terms:

- **Settlement Payment:** [Tenant/Landlord] shall pay the sum of \$[Amount] to [Recipient Name].
- **Payment Schedule:** Payment shall be made in [a lump sum / installments] starting on [Start Date] and ending on [End Date].
- **Vacating the Premises:** [If applicable] Tenant agrees to surrender the premises in "broom clean" condition no later than [Date].
- **Release of Claims:** Upon receipt of the settlement funds, both parties agree to waive and release all current and future claims related to this specific breach.
- **Confidentiality:** The terms of this resolution shall remain strictly confidential between the parties, except as required by law.
- **Security Deposit:** [Insert specific instruction regarding the return or forfeiture of the security deposit].

This agreement is intended to be a legally binding resolution. Please signify your acceptance of these terms by signing below and returning a copy by [Deadline Date].

Sincerely,

[Your Signature]
[Your Printed Name and Title]

Accepted and Agreed:

[Opposing Party Signature]
[Date]