

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Confirmation of Settlement Agreement - [Reference Number/Case Name]

Dear [Recipient Name],

This letter serves to formally confirm the settlement agreement reached between [Party A Name] and [Party B Name] on [Date of Agreement] regarding [briefly state the nature of the dispute/claim].

The terms of the settlement are as follows:

- **Settlement Amount:** [Amount]
- **Payment Schedule:** [Date or terms of payment]
- **Release of Claims:** Both parties agree to release all claims related to this matter upon receipt of the payment.
- **Confidentiality:** The terms of this agreement shall remain confidential between the involved parties.

Please review the enclosed formal Settlement Agreement document. If you agree with the terms as stated, please sign and return a copy to our office by [Deadline Date].

Once the signed document and payment are received, this matter will be considered fully resolved.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]