[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Formal Acceptance of Settlement Offer - [Case/Account Number]

Dear [Recipient Name],

This letter serves as formal notification that I accept the final settlement terms as outlined in your correspondence dated [Date of Offer Letter].

I agree to the settlement amount of $[Amount] as full and final satisfaction of all claims and outstanding obligations regarding [Description of Dispute/Account].

Please find my instructions for the finalization of this matter below:

- **Payment Terms:** I expect payment to be made via [Check/Wire Transfer/Other] no later than [Date].
- **Release of Liability:** Upon receipt of the funds, both parties shall be released from any further liability regarding this specific matter.
- **Account Status:** Please provide written confirmation that the account has been closed and marked as "Settled in Full."
- **Documentation:** Please forward the final signed Settlement Agreement to my attention at the address listed above.

By accepting this settlement, I understand that I waive any further rights to pursue additional legal action or claims related to this specific dispute.

Please acknowledge receipt of this letter and confirm that the payment process has been initiated.

Sincerely,

[Your Signature]

[Your Printed Name]