

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Opposing Counsel Address]

[City, State, Zip Code]

Re: Notice of Settlement

Case Name: [Case Name/Style]

Case Number: [Court Case Number]

Dear [Opposing Counsel Last Name],

This letter serves to formally confirm that the parties have reached a settlement in principle regarding all claims in the above-referenced matter.

Pursuant to our agreement, the terms of the settlement are as follows:

- [Key Term 1: e.g., Settlement Amount]
- [Key Term 2: e.g., Release of Liability]
- [Key Term 3: e.g., Deadline for Payment]

I will prepare the initial draft of the formal Settlement Agreement and Release and forward it to your office for review by [Date]. Alternatively, per our discussion, we await the draft from your office by [Date].

We will notify the Court immediately that a settlement has been reached and that a stipulation for dismissal will be filed upon the execution of the final settlement documents and the clearance of funds.

Please contact me if you have any questions or if your understanding of our agreement differs from the above.

Sincerely,

[Your Signature]

[Your Printed Name]