

Example Settlement Letter Agreement

Subject: Settlement Agreement Between [Party A] and [Party B]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Party A] to formally propose a settlement agreement between [Party A] and [Party B] regarding [briefly describe the issue, e.g., "the dispute over unpaid services provided on [date]"]. We believe that resolving this matter amicably is in the best interest of both parties, and this letter outlines the terms we believe are fair and reasonable.

The terms of the settlement are as follows:

1. [Party A] agrees to [specific action, e.g., "pay \$5,000"] to [Party B] by [specific date]. This payment will be made via [method of payment, e.g., bank transfer or check].
2. In exchange for this payment, [Party B] agrees to [specific action, e.g., "withdraw the complaint filed on [date]"] and release [Party A] from any further claims related to this matter.
3. Both parties agree to keep the terms of this settlement confidential and not disclose them to any third parties, except as required by law.
4. This settlement represents a full and final resolution of all claims between the parties related to this dispute.

If you agree to these terms, please sign and return a copy of this letter by [specific date]. Once we receive the signed agreement, [Party A] will proceed with the payment as outlined above. If you have any questions or would like to discuss the terms further, please do not hesitate to contact me at [your phone number] or [your email address].

We believe this agreement is fair and reasonable, and we hope to resolve this matter without the need for further legal action. Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]