

# Simple Settlement Letter Template

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

Dear [Recipient's Name],

I am writing to formally propose a settlement agreement between [Party A] and [Party B] regarding [briefly describe the issue, e.g., "the dispute over unpaid services"]. This letter outlines the terms we believe are fair and reasonable to resolve this matter without further legal action.

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].
2. [Party B] agrees to [specific action, e.g., "withdraw the complaint"] upon receipt of the payment.
3. Both parties agree to release each other from any further claims related to this matter.

If you agree to these terms, please sign and return a copy of this letter by [specific date]. If you have any questions or would like to discuss the terms further, feel free to contact me at [your phone number] or [your email address].

We believe this agreement is fair and hope to resolve this matter amicably.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]