

Formal Settlement Agreement Letter

Dear [Recipient Name],

This letter serves as a formal settlement agreement between [Party A] and [Party B] concerning [subject of dispute or issue].

Both parties agree that [Party A] will [action, e.g., pay a specified amount] and [Party B] will [action, e.g., release any claims] effective as of [date]. This agreement resolves all matters related to [issue] and is binding upon both parties.

Please review, sign, and return a copy for our records.

Sincerely,

[Your Name]

[Contact Information]

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