

(YOUR COMPANY NAME, ADDRESS, PHONE, FAX, EMAIL)

(CUSTOMER NAME)

(DATE)

(CUSTOMER CONTACT)

(ADDRESS)

(CITY) (STATE) (ZIP CODE)

RE: Settlement Agreement

Balance: \$(FULL AMOUNT DUE)

Dear **(CUSTOMER CONTACT)**;

Pursuant to our discussion of **(DATE)** we have agreed to accept **\$(SETTLEMENT AMOUNT)** as full and final settlement of all claims due provided we receive your check by **(DUE DATE)**.

REMITTANCE ADDRESS: (ADDRESS WHERE PAYMENT IS TO BE MADE)

Upon receipt and subsequent clearance of your check in the amount of **\$(SETTLEMENT AMOUNT)(COMPANY NAME)** releases **(CUSTOMER NAME)**, its' officers, owners, directors, and successors from any further claim or liability.

Should you have any question please feel free to contact me directly at **(YOUR PHONE NUMBER)**, or by email at **(YOUR EMAIL ADDRESS)**.

Very truly yours,

(YOUR SIGNATURE HERE)

(TITLE)