

**(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)**