

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Settlement Agreement regarding [Property Address/Project Name]

Dear [Recipient Name],

This letter outlines the terms and conditions agreed upon regarding the settlement of the dispute related to the commercial property located at [Property Address]. This agreement aims to resolve all outstanding issues between [Party A Name] and [Party B Name] concerning [Brief Description of Dispute, e.g., Lease Arrears, Maintenance Issues, or Purchase Agreement Breach].

The parties hereby agree to the following terms:

1. **Settlement Payment:** [Party A/B] agrees to pay the sum of \$[Amount] to [Party A/B] as a full and final settlement. Payment shall be made via [Payment Method] no later than [Date].
2. **Release of Liability:** Upon receipt of the settlement payment, both parties agree to release, waive, and forever discharge each other from any and all claims, demands, or causes of action arising out of the aforementioned dispute.
3. **Property Condition/Vacation:** [Include if applicable: e.g., The Tenant agrees to vacate the premises by Date in "broom clean" condition].
4. **Confidentiality:** Both parties agree to keep the terms and existence of this settlement confidential, except as required by law or for professional tax/legal advice.
5. **No Admission of Guilt:** This agreement is a compromise of a disputed claim and does not constitute an admission of liability by either party.

This document constitutes the entire agreement between the parties. Please signify your acceptance of these terms by signing below and returning a copy by [Deadline Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Agreed and Accepted:

[Recipient Name]

Date: _____