

[Date]

[Recipient's Full Name]

[Recipient's Address]

[City, State, Zip Code]

**Re: Divorce Settlement Payment - Case No. [Case Number]**

Dear [Recipient's Name],

Enclosed please find the payment in the amount of \$[Amount] representing the settlement funds as outlined in our Final Divorce Decree dated [Date of Court Order].

This payment is intended to satisfy the following obligations:

- [Item 1: e.g., Property Equalization Payment]
- [Item 2: e.g., Buy-out of Equity in Marital Home]
- [Item 3: e.g., Other Cash Assets Distribution]

Payment has been issued via [Method of Payment: e.g., Certified Check / Wire Transfer] under the following reference number: [Reference Number].

Please acknowledge receipt of this payment by signing the attached acknowledgment form and returning it to [my attorney / me] by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

---

**Acknowledgment of Receipt**

I, [Recipient's Name], hereby acknowledge receipt of the payment in the amount of \$[Amount] on this [Day] of [Month], [Year].

Signature: \_\_\_\_\_