

[Sender Name]
[Sender Company/Law Firm]
[Street Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: Confirmation of Pre-Litigation Settlement Payment Plan

Matter: [Case Reference Number or Description]

Total Settlement Amount: \$[Total Amount]

Dear [Recipient Name],

This letter serves to formally confirm the payment plan agreement reached between [Claimant Name] and [Respondent Name] regarding the above-referenced matter. This agreement is intended to resolve the dispute prior to the commencement of formal litigation.

The parties have agreed to the following payment schedule:

- 1. Total Settlement Sum:** \$[Total Amount]
- 2. Down Payment:** A residence payment of \$[Amount] is due on or before [Date].
- 3. Installment Payments:** The remaining balance of \$[Remaining Amount] shall be paid in installments of \$[Installment Amount].
- 4. Payment Frequency:** Payments shall be made [Monthly/Weekly/Bi-Weekly], commencing on [Start Date] and continuing on the [Day] of each subsequent period until the balance is paid in full.
- 5. Method of Payment:** All payments should be made via [Check/Wire Transfer/ACH] to the following account: [Account Details].

Please note that this settlement is contingent upon the timely receipt of all payments. In the event of a default (failure to pay within [Number] days of a due date), the full original claim amount, less any payments made, shall become immediately due, and [Claimant Name] reserves the right to initiate legal proceedings without further notice.

Upon receipt of the final payment, a formal Release of Liability will be executed by the parties.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Sender Signature]

[Sender Printed Name]

Acknowledged and Agreed:

Signature: _____ Date: _____

Printed Name: [Recipient Name]