

[Date]

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

RE: Notice of Settlement Agreement Approval and Dispute Resolution Outcome

Dear [Recipient Name],

This letter serves as formal notification that the proposed Settlement Agreement regarding [Case Reference Number/Dispute Description] has been officially approved by [Approving Authority/Board/Court] on [Date of Approval].

Outcome Summary:

- **Resolution Status:** The dispute is now considered formally resolved.
- **Settlement Amount:** [Enter Amount, if applicable]
- **Effective Date:** [Enter Date]

Pursuant to the terms of the agreement, both parties are required to perform the following actions:

1. [Action Item 1] by [Deadline]
2. [Action Item 2] by [Deadline]

By approving this settlement, all claims related to this specific dispute are hereby released and discharged as outlined in the signed agreement. Please ensure that all final documentation is submitted to [Department Name] no later than [Date].

If you have any questions regarding the implementation of these terms, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

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