

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

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

RE: Notice of Completion and Closure - Settlement Agreement dated [Date of Agreement]

Dear [Recipient Name],

This letter serves as formal confirmation that all terms and conditions outlined in the Settlement Agreement dated [Date] between [Party A] and [Party B] have been fully satisfied.

We acknowledge receipt of the following:

- Final payment in the amount of \$[Amount] received on [Date].
- Executed copies of all required release forms.
- [List any other specific deliverables or actions completed].

As all obligations under the agreement have been met, we consider this matter officially closed. Both parties are now released from further liability as specified in the terms of the settlement.

Please retain this letter for your permanent records as proof of closure.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]