

Date: [Insert Date]

RE: Notice of Satisfaction and Case Closure

Case/Reference Number: [Insert Reference Number]

Settlement Agreement Date: [Insert Date of Agreement]

To [Name of Recipient/Organization],

This letter serves as formal notification and confirmation that the terms and conditions set forth in the Settlement Agreement dated [Insert Date] between [Party A Name] and [Party B Name] have been fully satisfied.

The undersigned acknowledges the following:

- All financial obligations and settlement payments have been received in full.
- All non-monetary actions or requirements have been completed as agreed.
- No further claims, liabilities, or obligations remain outstanding regarding this specific matter.

Pursuant to the terms of the agreement, this matter is now considered closed. Both parties are hereby released from any further performance under this specific settlement, except for any provisions intended to survive the termination of the agreement (such as confidentiality or non-disparagement clauses).

Please update your records to reflect that this account/dispute has been settled in full and is now inactive.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

Acknowledged and Agreed:

[Recipient Signature]

[Recipient Printed Name]

[Date]