

Settlement of Outstanding Debt

Date:

To:

From:

Subject: Settlement of Outstanding Debt

Dear ,

This letter is to confirm the settlement of the outstanding debt owed by to . The total amount of will be settled as agreed upon by both parties.

Upon receipt of the settlement amount, both parties agree that all dues and claims related to this debt are considered fully settled and no further claims shall be made.

Please sign below to acknowledge acceptance of this agreement.

Creditor's Signature:

Date:

Debtor's Signature:

Date: