

# SETTLEMENT LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: \_\_\_\_\_

This Settlement Letter (the “Letter”) sets forth the full and final agreement between the parties concerning the resolution of all claims, disputes, and matters between them, including but not limited to any and all rights, obligations, and liabilities arising out of or relating to the subject matter described herein. This Letter shall be binding, enforceable, and governed by the laws of England and Wales.

## 1. Parties

The parties to this Letter are as follows: a) The Settlor: [Full Name, Address, and Contact Details] b) The Recipient: [Full Name, Address, and Contact Details]

## 2. Background

Whereas the Settlor and the Recipient have been involved in certain matters, disputes, or transactions that are now to be fully and finally resolved by this Letter.

## 3. Settlement Terms

a) Payment: The Settlor agrees to pay to the Recipient the sum of £\_\_\_\_\_ (the “Settlement Amount”) in full and final settlement of all claims. b) Payment Method: The Settlement Amount shall be paid by [method of payment]. c) Payment Schedule: The Settlement Amount shall be paid within \_\_\_\_ days of the effective date of this Letter. d) Release: Upon receipt of the Settlement Amount, the Recipient fully releases and forever discharges the Settlor from any and all claims, demands, liabilities, actions, and causes of action, whether known or unknown, arising out of or relating to the matters settled by this Letter.

## 4. No Admission of Liability

This Letter does not constitute an admission of liability or wrongdoing by either party. The parties expressly deny any such liability.

## 5. Confidentiality

The parties agree that the terms and existence of this Letter shall remain confidential and shall not be disclosed to any third party except as required by law or agreed in writing by the parties.

## 6. Entire Agreement

This Letter constitutes the entire agreement between the parties with respect to the settlement and supersedes all prior negotiations, understandings, and agreements, whether oral or written.

**7. Governing Law and Jurisdiction**

This Letter shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales for the resolution of any disputes arising out of or in connection with this Letter.

**8. Counterparts and Execution**

This Letter may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signatures transmitted by electronic means shall be deemed originals.

**SETTLOR'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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