

**Instruction: This is a model letter. Adapt to fit your facts and circumstances.**

<date>

<Name>  
<address>  
<address>  
<address>

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

Dear \_\_\_\_\_ :

Enclosed herewith please find the following:

1. Original General and Absolute Release which has been signed by \_\_\_\_\_ as \_\_\_\_\_;
2. a copy of the General and Absolute Release related to \_\_\_\_\_ and \_\_\_\_\_;
3. a copy of the General and Absolute Release related to \_\_\_\_\_; of \_\_\_\_\_;
4. a copy of the Final Judgement of Dismissal with Prejudice in Cause No. \_\_\_\_\_, which we have forwarded to \_\_\_\_\_ for signature; and
5. a copy of the Final Judgment of Dismissal with Prejudice in Cause No. \_\_\_\_\_, which has been forwarded to Judge \_\_\_\_\_ for entry.

If you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

BY:

/  
Enclosures  
cc: