

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

<date>

<Name>

<Company Name>

<address>

<address>

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

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

Pursuant to your instructions to \_\_\_\_\_, I have informed counsel opposite that \_\_\_\_\_ is willing to settle the above referenced case. \_\_\_\_\_ portion of the settlement is \$ \_\_\_\_\_.

I have prepared a General and Absolute Release and a Final Judgment of Dismissal to be signed by the other parties upon payment of the settlement amount. I would like to conclude this settlement as soon as possible. Therefore, I would be most appreciative if you would have your office prepare a check in the amount of \$ \_\_\_\_\_ made payable to "\_\_\_\_\_ and \_\_\_\_\_". Please let me know when the check is ready so that I can pick it up.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

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