

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

<date>

<Name >  
<Address>  
<Address>  
<Address>

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

Enclosed herewith please find the original General and Absolute Release in the above referenced matter. Although we are retaining a copy for our files, you should keep this original in a safe place.

Also enclosed is a copy of the Judgment of Dismissal with Prejudice in the above referenced matter.

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

Sincerely,

BY:

/  
Enclosures