

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

<date>

<Name>

<Name>

<Address>

<Address>

Re: _____

Date of Accident _____

Dear _____ & _____ :

Enclosed herewith please find a Notice of Trial in the above referenced matter setting this matter for a jury trial on _____, 20____. This was the earliest date that the attorneys for all parties could agree upon. Presently, this is a second setting which means there is a trial scheduled prior to ours on that same date, and our trial will not go forth unless that case is continued or is settled.

In addition, I have talked with _____ attorney regarding the potential for settlement. I informed him that we were not willing to make a settlement offer at this time but would be willing to consider an offer from _____. He said that he would review the case and provide us with an offer within the next week or so. Once I receive this offer, I will forward it to you. However, I should warn you that I anticipate that the offer will be low, but at least it is a starting point from which to go forward.

I also want to let you know that _____ attorney would not agree to a trial of this matter by a Judge without a jury, even though we were willing to do so. This is an indication to me that he does not have much confidence in _____ story that you backed into her. It is highly unlikely that a Judge would believe the story.

Should you have any questions, or if you anticipate that you will not be available on _____, please do not hesitate to call.

Sincerely,

By:

:
Encl.