

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

<date>

VIA AIRBORNE EXPRESS

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

Re: _____

Dear _____ :

Enclosed herewith please find our trust account check made payable to you for settlement proceeds in the amount of \$ _____. Pursuant to our agreement, a deduction of 25% was made from the \$ _____ settlement amount for attorneys fees (\$ _____), plus an additional \$ _____ for attorney expenses, which I have listed for you on the attached expense itemization. This comes to a total deduction for attorneys fees and expenses in the amount of \$ _____, with the remaining proceeds of \$ _____ being made payable to you for the full and final settlement of the above referenced claim.

Also enclosed are copies of the following documents for your file.

1. _____;
2. _____;
3. _____; and
4. _____.

Should you have any questions regarding any of the enclosed documents, please don't hesitate to give me a call.

Sincerely,

By:

Encl.