

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

SETTLEMENT ITEMIZATION

Re: _____

TOTAL SETTLEMENT AMOUNT: \$

Attorneys Fees - 25% of total settlement amount \$

Attorneys Expenses - itemization below \$

TOTAL ATTORNEYS FEES & EXPENSES: \$

BALANCE OF PROCEEDS TO _____: \$

Itemization of Attorneys Expense

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
_____	_____	\$
		=====
	TOTAL EXPENSES:	\$