

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

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

Re: _____
Account # _____

Dear _____ :

Enclosed herewith please find an original Mutual Release and Bill of Sale in connection with the above referenced matter. If you find these acceptable, please have the appropriate party at G. E. execute them in the spaces provided and return to me as soon as possible. I will then forward these documents to the attorney for _____ and conclude this settlement.

If you desire any corrections to the Mutual Release, please contact me or my secretary and we will make the appropriate changes and forward them to you.

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

Sincerely,

By:

Enclosures