

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

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

Re: _____

Dear _____ :

I sincerely apologize in the delay in wrapping up this matter. I got involved in meeting some Scheduling Order deadlines in a federal court case and inexcusably let the conclusion of this matter get put on a back burner.

However, I have now revised the settlement documents, and have prepared a separate Release for execution by the defendant. Enclosed herewith please find the original Release for execution by _____ and the original of the Bill of Sale, along with copies of the proposed Release to be executed by the defendant, and a copy of the proposed Agreed Order of Dismissal with Prejudice. If the Release for execution by _____ meets with your approval, please have the Release and Bill of Sale signed in the space provided and the signature notarized. Once you have returned the Release to me, I will forward it to the attorney for the defendant.

I would also appreciate your reviewing the proposed Release to be executed by the defendant and call me with any comments or suggestions. This Release follows the format that we utilized in the Release for the _____ case. Once I have received your approval on this Release, I will forward it to the attorney for the defendant for execution.

Please call me if you have any questions or if I can be of any assistance in any way.

Sincerely,

By:

/

Enclosures

cc: