

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

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

**Re:** \_\_\_\_\_  
**Account No.** \_\_\_\_\_

Dear \_\_\_\_\_ :

Enclosed herewith please find the original Full, Final and Absolute Release which was executed by \_\_\_\_\_ with regard to the above referenced matter. We have retained a copy of the release for our files.

In addition, please find enclosed a copy of the Agreed Order of Dismissal with Prejudice which we have forwarded to Judge \_\_\_\_\_ for entry. Once the order is entered, we will provide you with a copy of same.

I believe this will conclude our representation of \_\_\_\_\_ in this matter. Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

/  
Enclosures  
cc: