

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: \_\_\_\_\_

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

Enclosed herewith please find duplicate originals of the Full, Final and Absolute Mutual Release which my client has executed. I am tendering these to you in trust pending execution of the Releases by your client and delivery of the letter we previously discussed in satisfactory form.

If you have any questions or if I can be of assistance in any way, please don't hesitate to call.

Sincerely,

By:

Encl. \_\_\_\_\_ :