

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: _____

Dear _____ :

Please let me know where we are in concluding this matter. I would like to finalize the settlement as soon as possible so that I can close my file and move on to other matters.

I look forward to hearing from you soon.

Sincerely,

By:

Encl.

cc: