

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: _____

Dear _____ :

I have discussed with my client your proposed settlement of having the parties execute a mutual release which we discussed in our telephone conversation last week. My client is basically agreeable to settling the matter by executing a mutual release. However, my client still wants you to provide us, in writing, the name of the person or persons who made statements to the effect that _____ had sold used or demo equipment to other customers without their knowledge. While my client is not interested in pursuing any legal action against these parties, these statements are untrue and my client believes it has the right to know who is making such statements.

In an effort to conclude this matter as soon as possible, I have prepared a draft Mutual Release and Agreed Order of Dismissal with Prejudice. Please review these with your client and call me with any comments you might have.

I appreciate your cooperation in attempting to resolve this matter and look forward to hearing from you soon.

Sincerely,

By:

Encl.

cc: