

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

<date>

<Name>
<Address>
<Address>
<Address>

Re: _____
Cause No. _____

Dear _____ :

Enclosed herewith please find a copy of a letter and proposed Final Judgment in the above referenced matter which was forwarded to me by _____, the attorney for the majority of the Defendants. Once the Final Judgment has been entered by the Court, I will provide you with a copy.

In the meantime, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

Encl.