

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

<date>

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

Re: _____

Dear _____ :

Enclosed herewith please find the documentation which I currently have relative to the above referenced matter. According to my client much of the information is currently in your client's possession. Nevertheless, I will ask my client to review its files for any further documents which might be relevant.

Please review this information with your client and contact me so that we can determine if settlement looks feasible. My client is adamant that the amounts set forth in the complaint are the minimum amounts due. If it is necessary to proceed with discovery in this matter, my client may be in a position to establish additional damages.

I look forward to hearing from you soon.

Sincerely,

by:

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