

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

<date>

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

Re: _____

Dear _____ :

Enclosed herewith please find a copy of the letter and release which I received from _____, the attorney for _____ relative to the settlement of the above referenced matter. Also enclosed is a copy of the check in the amount of \$ _____ which I am holding in trust until the settlement is fully consummated.

Please review the release carefully and contact me with any comments. My initial thoughts are that the release is essentially acceptable. However, I do have some concern regarding the language on page _____, _____ line which states "_____"; I believe this is overly broad.

Once I have heard from you regarding any comments you have, I will contact _____ to discuss the necessary changes. In the meantime should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosures

I look forward to hearing from you soon.

Sincerely,

BY:

/
Enclosures