

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 a letter and General and Absolute Release which was forwarded to me by the attorney for _____ in connection with the settlement of the above referenced matter. Please review the release carefully and call me with any comments or suggestions. In reviewing the release, my major concern was that the release applied not only to the policy for the period from _____, 20____ through _____, 20____, but also applied to "_____". I am not sure if any other policies are in existence or whether we want to make the release apply to other policies, even though I doubt there are any outstanding premiums due. In addition, you should also note that the release contains language regarding our representation that no other entity has a claim for the premiums due. I told _____ attorney that it was my understanding that we had paid all upstream parties, and that any money recovered belonged solely to us. We need to verify that this is the case.

I look forward to hearing from you soon.

Sincerely,

BY:

/_____
Enclosures