

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

DATE

NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
CITY, STATE ZIP CODE

Dear           **Re:**           **vs.**  
                  :

Enclosed herewith please find a draft of a proposed Property Settlement Agreement. I apologize for the delay in getting this to you.

Although my client and I have discussed the Property Settlement in general terms, she has not reviewed this agreement nor have I had an opportunity to explained it to her. Therefore, we reserve the right to make modifications.

I intend to go over this Agreement with                    within the next few days, and I would be most appreciative if you would review it with                    . After that, you and I can get together and work on finalizing the terms.

I look forward to hearing from you regarding this agreement.

Sincerely,

BY:

:  
Enclosure  
pc: