

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

Re: vs.
 Civil Action No.

Dear :

Enclosed herewith please find a copy of the Settlement Agreement and Release which was executed by the parties in the above referenced matter. This should conclude our representation of with regard to this matter.

I hope that your recovery is going well. I enjoyed working with you on this matter and hope that we can be of assistance to in the future.

Should you have any questions or if I can be of assistance in any way, please don't hesitate to call.

Sincerely,

BY:

:
Encl.