

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

DATE

VIA AIRBORNE EXPRESS

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

Re: vs.
 Civil Action No.

Dear :

As we discussed yesterday, enclosed herewith please find the final Settlement Agreement and Release with regard to the above referenced matter. Please execute the Agreement in the space provided and return to me along with a check in the amount of \$.

Once I receive these documents from you, I will forward them to , the attorney for , with the check to be held in trust pending execution of the Settlement Agreement and Release. When the document has been fully executed, I will forward you a copy of the Agreement for your files and at that time, should file the Universal Data Form.

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

Sincerely,

BY:

 :
Encl.