

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

DATE

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

Re:

Dear :

As we discussed in our telephone conversation, I have reviewed the revised General and Absolute Release which you forwarded to me by letter of , 20 , and find it acceptable. Therefore, enclosed herewith please find check no. in the amount of \$ made payable to ". We are tendering this check to you in trust pending receipt of the original General and Absolute Release signed by both and the . Please do not negotiate this check until such a release has been forwarded to me.

Also enclosed is an original Final Judgment of Dismissal with Prejudice which I have signed on behalf of . I would be most appreciative if you and would sign in the spaces provided and present the judgment to Judge Acker for entry. Also, I would like a stamped, filed copy of the Final Judgment once it is entered.

It has been a great pleasure to work with you on this case. Please contact me if there are any questions or if I can be of assistance in any way.

Sincerely,

BY:

/
Enclosures
pc: