

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

March 11, 2020

Name
Company
Address
City, State Zip Code

VIA FACSIMILE AND U. S. MAIL

Re: **vs.**

Dear :

Enclosed herewith please find a revised release in the above referenced matter. I have attempted to modify the release to the extent possible. However, there are certain matters which I do not feel that I can remove from the release and still adequately represent my client. In particular, we need assurance that there are no other entities or persons out there who can claim that they are entitled to payment for the transportation services.

While I do not practice extensively in , I do practice throughout and other southern states. Based on my experience, the language contained in the release is not extraordinary or excessive. Rather, I believe the release language fairly standard. Therefore, I do not believe your client should have any objection to signing the release. However, if you, or your client is concerned about specific language, please contact me so that we can work out a resolution.

My client has delivered to me a check for its portion of the settlement proceeds. I will be happy to forward this check to you along with the original release as soon as you inform me that the release is in a form that your clients are willing to sign. I apologize for the delay in getting back to you on this matter, but look forward to working with you to resolve this matter quickly.

Sincerely,

BY:

/
Enclosure