

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

DATE

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

Re: vs.

Dear :

Enclosed herewith please find a draft of a proposed General and Absolute Release and a proposed Final Judgment of Dismissal with Prejudice from , and in favor of . By copy of this letter, I am also forwarding a copy of the proposed documents to Shelly Moss.

I would be most appreciative if you and would review the release and provide me with any comments or suggestions you might have. Once you and concur on the release and judgment, I will forward the originals to you for signature along with 's check to be held in trust pending return of a fully executed release and a copy of the entered judgment.

I look forward to hearing from you soon.

Sincerely,

BY:

:
Enclosures
pc: