

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

DATE

**VIA FAX. NO.** \_\_\_\_\_

NAME  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re:  
Account No.

Dear :

Enclosed is a copy of the Agreed Order in the above referenced matter. This should conclude our representation on this matter.

Sincerely,

BY:

:  
Encl.