

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

DATE

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

Re: v.
 Cause No.
 In the County Court of County,

Dear :

The trial in the above referenced matter has been reset for . This is a first setting which means that we will definitely go to trial unless the case is settled. Please mark this date on your calendar and make plans to be available at that time. In addition, I will contact you closer to trial and set up times to prepare you and the other witnesses for their testimony in court.

When called me regarding this file, I renewed our settlement offer of \$. She told me that she would convey this offer to and provide us with a response.

I will keep you informed as this matter progresses. In the meantime should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

BY:

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