

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

D A T E

N A M E

A D D R E S S L I N E 1

A D D R E S S L I N E 2

C I T Y , S T A T E Z I P C O D E

Re: vs.
 Circuit Court, County; Cause No.

Dear :

Enclosed herewith please find the Amended Complaint which was filed in the above referenced matter. As we discussed in our telephone conversation last Friday, I do not believe there is a legitimate claim against , but that has kept us named in the suit in hopes of getting \$ or \$, roughly the amount it would cost to have a Motion to Dismiss filed and heard. In light of the fact that we have another case against this same attorney, we should give serious consideration to whether we want to make a small offer of settlement, file a Motion to Dismiss and seek sanctions under Rule 11, or simply proceed with the Motion to Dismiss and neither pay nor potentially make the situation worse by seeking sanctions.

Please give this matter your consideration and contact me with your thoughts. In the meantime, I am proceeding with preparation of an Answer to the Amended Complaint, which I calculated to be due on or before .

I look forward to hearing from you soon.

Sincerely,

By:

/
Encl.
cc: