

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

Date

Name
Company
Address
City, State Zip Code

Re: v.

Dear :

I am in receipt of your letter dated and I am glad to see that has agreed to settle this matter. My client is prepared to tender payment as soon as we can agree on a release.

I have taken the liberty of preparing such a release and request that if it meets with your approval, that you forward it to your client for execution. Once the release is returned, I would suggest that we meet to swap the release and the check.

With regard to the check, please let me know if you would like it payable to or to your firm and , jointly.

I look forward to hearing from you soon.

Sincerely,

BY:

/
Encl.