

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

Date

Name  
Company  
Address  
City, State Zip Code

Re:            vs.  
                 No.

Dear        :

Please find enclosed the original and two copies of the Application for Approval of Compromise Settlement which has been executed by the claimant, and the Order Granting Application for Compromise Settlement in the above referenced matter.

Please file the Application and return a file-stamped copy of same and an attested copy of the Order to the undersigned counsel in the enclosed self addressed stamped envelope. Also, please forward two copies of the filed Application and attested Order to            , Address Line, City, State Zip Code, counsel for the employer and carrier.

If you have any questions, please don't hesitate to give me a call.

With kind regards, I remain

Yours very truly,

BY:

/  
Encl.  
cc: