

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:

Dear :

Enclosed herewith please find the settlement proposal which we have prepared to present to . Please review the settlement at your earliest convenience, and call me so that we can discuss.

Sincerely,

BY:

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