

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.

Dear        :

Enclosed herewith please find the letter which I received today from            , the attorney for            . After you have had an opportunity to review this letter, please contact me so that we can discuss how to respond and whether scheduling a meeting with            and his attorney to discuss this matter would be beneficial.

I look forward to hearing from you regarding this matter.

Sincerely,

BY:

/  
Enclosure