

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

Date

Name
Company
Address
City, State Zip Code

Re: vs. ;
County Circuit Court
No.

Dear :

Enclosed herewith is an Agreed Order of Dismissal with Prejudice which the parties request that you enter in the referenced matter. The parties have compromised and settled all disputes between them. After the order has been entered, please ask the Clerk to mail me a "filed" copy of the order in the enclosed self-address envelope.

Thank you in advance for your consideration in this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

/
Enclosures
cc: