

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

Date

Name
Company
Address
City, State Zip Code

Re: v.
 Case No.

Dear :

This letter is to confirm our telephone conversation of Date. It is my understanding from our conversation that you have agreed to grant us an additional two weeks, through and including Date, in which to file a responsive pleading in the above referenced action. I appreciate your consideration and cooperation with regard to this extension.

As we discussed, my client is willing to agree to the separation on the basis that each party keep the separate property in their possession and that agrees not to seek divorce. As I told you, was under the impression that took everything that he wanted when he left, and that due to their dire financial condition, she was required to sell the remaining property and apply the proceeds from the sale to both their indebtednesses. All of this was done prior to receiving any notice that was filing for legal separation and the various court orders entered in connection therewith. As you requested, I will discuss with my client regarding the possibility of providing you with an accounting of what property was sold, the amounts received and where the proceeds were applied. Assuming my client is agreeable, I would anticipate that I will have this information to you within one week.

Should you have any questions or need to discuss this matter further, do not hesitate to contact me.

Sincerely,

BY:

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cc: