

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: v.

Dear :

When we spoke on D A T E , I informed you that our client was willing to settle this matter by conveying its interest to your client by Quitclaim Deed in exchange for a payment of \$. To my knowledge, we have not yet received a reply to this offer.

I would be most appreciative if you would contact your client and let me know his position.

I appreciate your consideration and cooperation in this matter. Should you have any questions or if you would like to discuss this matter further, please do not hesitate to contact me.

Sincerely,

by:

:
cc: