

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

D A T E

VIA FAX NO.

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: **vs.**
 Adversary No.

Dear :

I appreciate your call of today. I will contact my client regarding your proposal and inform you of their response. In the meantime, I had told during the pretrial conference on that I would provide you with a copy of the letter which he had sent to some attorneys in another case. This letter is attached. Also, you may want to review _____

Sincerely,

BY:

/
Enclosure
pc: