

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.
 County Court No.

Dear :

This confirms our telephone conversation of D A T E , wherein I informed you that my clients were rejected the attempted offer and compromise submitted by your clients.

Moreover, as I told you, it is our position that the offer was not made in a timely fashion. Rule 68 requires that the offer and compromise be made more than 15 days prior to the date of trial. As you know, your letter is dated D A T E and we did not actually receive the letter until D A T E . I do not believe you count either the day that the letter is dated nor the date of trial. As a result, the offer was clearly made less than 15 days prior to trial.

I look forward to seeing you on the morning of D A T E .

Sincerely,

By:

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