

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: vs.

Your File No.:

Dear :

Enclosed herewith please find the following documents regarding the above styled and numbered cause which have been executed by the claimant and filed with the .

1. Application for Approval of Compromise Settlement;
2. Order Granting Application for Compromise Settlement;
3. Receipt and Release; and
4. Report of Payment and Settlement Receipt (B-31).

Should you have any questions regarding the enclosed documents, please don't hesitate to give me a call.

Sincerely,

By:

 :
Encl.