

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

D A T E

VIA FACSIMILE TRANSMISSION
AND U.S. MAIL

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.

Dear :

I spoke with on regarding the status of the settlement documents. He informed me that he sent them to his clients for execution, that did execute the documents and that they were allegedly put in the mail to return to him approximately two weeks ago. He said that he has not yet received the documents.

According to , he is ready to conclude this matter. If he cannot find the documents, he has requested that we execute a second set and forward them to him as soon as possible. I should know something further within the next day or so.

I hope that things are going well. If I can be of assistance in any way, please do not hesitate to call.

Sincerely,

by:

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