

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: NAME v. NAME
Cause No.
Chancery Court of NAME County, STATE

Dear NAME:

In an effort to compromise this matter without the expense for litigation, my clients are willing to settle provided you execute the enclosed warranty deed and pay \$ in attorney's fees.

We feel that our clients should not have been required to go to the trouble of having to hire us for this matter, but this matter can be settled if you agree to the offer made above.

Please let me hear from you within ten (10) days of this letter.

If you have any questions, please do not hesitate to contact me.

Sincerely,

NAME

Enclosure