

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:** N A M E  
**Account #**

Dear N A M E:

Enclosed herewith please find the settlement documents which have been revised in accordance with our telephone conversation of D A T E . Please have appropriate party execute the documents in the space provided and return to me at your earliest convenience. I will then forward the documents to the attorney for the defendant and try to conclude this matter as soon as possible.

Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:  
Enclosures