

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: NAME
Account #

Dear NAME:

Enclosed herewith please find check no. drawn on the trust account for the attorneys for the Defendants in the above referenced matter. As you will note, the check is dated DATE. We were unable to deposit this check or submit it to you because we were obligated to hold it in trust until the execution of the settlement documents. Now that the documents have been signed by NAME and forwarded to the Defendant's attorney, we are forwarding this check to you. However, I have instructed the Defendant's attorney if there is any problem negotiating this check because of its age, we expect a replacement check. I do not think this should be a problem.

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

Sincerely,

NAME

By:

NAME

:
Enclosure