

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 vs. N A M E; County**  
**Circuit Court No.**

Dear N A M E:

Enclosed herewith please find a letter which I received from N A M E, the attorney for N A M E. Apparently, we have hit another snag in resolving this matter. N A M E is concerned about some language in a letter from N A M E, the attorney for N A M E, suggesting that N A M E take responsibility for the failure of N A M E to obtain a Landlord Waiver and any other deficiency in N A M E's paperwork. While both N A M E and I agree that N A M E has no claim against either N A M E relative to these issues, N A M E is not willing to sign the Agreed Order if it might be construed as an admission on their part that they are liable for such deficiencies.

At this point, I intend to contact N A M E, the attorney for the Plaintiff and see if he will inform the judge that he has no objection to the Court granting Summary Judgment in favor of N A M E and ask him to request Judge N A M E to enter an order to this effect. If that is not effective, I will attempt to set a conference call with Judge N A M E and all the parties in hopes of getting a resolution of this matter.

If neither of these efforts are successful, I believe that N A M E should simply put this matter on the back burner and forget about it. There is no real damages for the Plaintiff to recover, and I believe the case will eventually die on the vine.

Please contact me with any questions or comments that you might have.

Sincerely,

N A M E

BY:

N A M E

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