

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: NAME vsNAME;  
Civil Action No.

Dear NAME:

Enclosed herewith please find two checks, one in the amount of \$ and one in the amount of \$ , drawn on the Trust Account of , the attorney for NAME. Please process this check and have it applied to NAME's balance.

Sincerely,

NAME

BY:

NAME

:  
Enclosure