

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name vs. Name

Dear Name:

This confirms our telephone conversation of Date wherein we agreed that the Estate of Name ("the Estate") would not be required to file responsive pleading until the various parties have further explored settlement possibilities. It is my understanding the once there is a determination as to the feasibility of settlement at this time, we will agree on a definite date for the filing of a responsive pleading.

I appreciate your cooperation in this matter.

Sincerely,

Name

BY:

Name

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