

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:

At the conclusion of our telephone conference, we discussed the need to present an united front in the event the insurance company did not desire to settle this matter. To date, I have not filed a response to the Complaint but need to do so shortly. Therefore, if we are going to reach an agreement regarding the presentation of a united front, we need to do so relatively quickly.

Please let me know your thoughts on this issue.

Sincerely,

Name

BY:

Name

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