

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

Date

**VIA FACSIMILE NO. \_\_\_\_\_ and U.S MAIL**

**CONFIDENTIAL**

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

Re: Name v. Name

Dear Name:

The settlement proceeds in the above referenced matter should be paid as follows:

- |    |                                    |    |
|----|------------------------------------|----|
| 1. | Name                               | \$ |
| 2. | Name<br>(deposited to Name)        | \$ |
| 3. | Name<br>(attorneys fees and costs) | \$ |

I trust that this information is sufficient to allow Name to move forward with making the settlement proceeds available by Date. If you need additional information regarding these payment amounts, please do not hesitate to contact me.

With regard to the issue of the return of documents, it is the consensus opinion of Name and his counsel, that the documents should not be returned until all settlement documents have been signed and the settlement proceeds have been paid. We will be happy to work with you to coordinate a date and time to exchange the settlement proceeds and the documents.

Sincerely,

Name

by:

Name