

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

Date

VIA HAND DELIVERY

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

Re: Name v. Name.

Dear Name:

On behalf of Name and his legal counsel, I hereby represent that, after diligent search and inquiry, the documents delivered herewith constitute all of the known documents in our possession which are required to be returned to Name. Pursuant to the Settlement Agreement dated Date between the parties in the above referenced matter. In the event we locate any other documents in our possession which we are required to return to Name pursuant to the Settlement Agreement, we will return such documents to you in accordance with the continuing obligation set forth in the Settlement Agreement.

Sincerely,

Name

BY:

Name

/
Enclosure