

LETTER TO CLIENT RE: PROPOSED SETTLEMENT AGREEMENT

(Name of Client)

(Address of Client)

Re:

Dear _____:

Enclosed is a draft of the proposed settlement agreement that was prepared by your (husband's/wife's) attorney.

Please review the enclosed draft carefully and advise me of any comments that you may have. You may mark up the enclosed draft with your comments if you wish and then return it to me. Please be sure to retain a copy so that we may review your comments together. Under no circumstances should you discuss the enclosed agreement with your (husband/wife).

I look forward to hearing from you at your earliest convenience.

Thank you for your kind cooperation.

Very truly yours,

(Name of Attorney)

SAMPLE