

LETTER TO ATTORNEY RE: PROPOSED SETTLEMENT AGREEMENT (OPEN)

(date)

(Name of Attorney)
(Address of Attorney)

Re:

Dear _____:

I have prepared a proposed settlement agreement based upon the information which I have and my understanding of the negotiations to the present time and am enclosing a copy for you to review.

Please let me hear from you regarding any comments which you may have at your earliest opportunity in order that we may conclude this matter expeditiously.

Of course, the proposed agreement and all of our settlement discussions are privileged and entirely without prejudice and will not be referred to in any litigation between the parties. There will be no agreement between the parties until the agreement has actually been signed, acknowledged and delivered by both of them.

I look forward to hearing from you soon.

Very truly yours,

(Name of Attorney)

ABC:cc
cc: (Name of Client)

SAMPLE