

[Date]

Certified Mail- Return Receipt Requested

[INSERT DEFENSE COUNSEL NAME AND ADDRESS]

Re: [INSERT CLIENT NAME AND CASE CAPTION]

Dear Sir/Madam:

Enclosed please find:

1. Original Release executed by [Insert Client Name]; and
2. Original Stipulation Discontinuing Action signed by me.

Please have the defendant's carrier make payment, in accordance with CPLR 5003-a, within 21 days of the date of this letter, in the sum of [Insert Amount of Settlement Check], payable to [Insert Client Name Here] and [Name of Law Firm], as attorneys.

Thank you again for your courtesy and cooperation in helping the parties resolve this matter.

Very truly yours,

[Name of Law Firm]

By: _____
[Name of Attorney]

Enc. [Insert Description]

SAMPLE