

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name or Matter Description]

Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

Pursuant to our recent settlement negotiations, please find enclosed the proposed Settlement Agreement and Release of All Claims regarding the above-referenced matter.

Kindly review the document with your client. If the terms are acceptable, please have your client execute the agreement and return a signed copy to my office. We will then arrange for our client to sign and provide a fully executed original for your records.

[Optional: Please also find enclosed a Stipulation for Dismissal. We request that you sign and return this along with the settlement agreement so that it may be filed with the court upon clearance of the settlement funds.]

If you have any questions or require revisions based on our prior discussions, please contact me directly.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]

Enclosures: Settlement Agreement and Release [and Stipulation for Dismissal]