

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Clerk of the Court

[Name of the Court]

[Court Address]

[City, State, Zip Code]

RE: Notice of Settlement

Case Name: [Plaintiff Name] v. [Defendant Name]

Case Number: [Insert Case Number]

To the Honorable Clerk of the Court,

Please be advised that the parties in the above-referenced matter have reached a full and final settlement agreement resolving all claims involved in this litigation.

In light of this settlement, the parties respectfully request that the Court vacate all currently scheduled hearings, deadlines, and trial dates. The parties are in the process of executing the formal settlement documents and anticipate filing a Stipulation for Dismissal with prejudice within [Number] days.

Should the Court require any additional information or a formal motion regarding this notification, please advise at your earliest convenience.

Thank you for your time and attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Counsel for Plaintiff/Defendant]

cc: [Opposing Counsel Name]