

[Your Name/Law Firm]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Opposing Counsel Address]
[City, State, Zip Code]

RE: [Matter Name / Case Number] - Submission of Draft [Contract Title]

Dear [Opposing Counsel Last Name],

Please find enclosed the draft [Contract Title] regarding the above-referenced matter. We have prepared this document based on the terms discussed during our recent correspondence on [Date].

Please review the attached draft with your client. If the terms are acceptable as written, please have your client execute the document and return a signed copy to our office. Should you have any proposed revisions or comments, please provide them in a redlined format by [Deadline Date].

We look forward to hearing from you and moving this matter toward a final resolution.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]

Enclosure: [Draft Contract Name]