

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Explanation of Settlement Funds Distribution - Case No: [Case Number]

Dear [Recipient Name],

We are writing to provide a detailed explanation of the distribution of your settlement funds regarding the legal matter referenced above. The total settlement amount reached was **\$(Total Settlement Amount)**.

The following breakdown outlines the deductions and the final amount to be issued to you:

- **Total Settlement Award:** \$[Amount]
- **Attorney Fees ([Percentage]%):** - \$[Amount]
- **Legal Costs/Litigation Expenses:** - \$[Amount]
- **Medical Liens/Outstanding Bills:** - \$[Amount]
- **Other Deductions:** - \$[Amount]

Net Total to Client: \$(Final Amount)

The attorney fees and legal costs cover the representation and administrative expenses incurred during your case. The medical liens or outstanding bills listed above have been paid directly to the providers on your behalf to ensure your accounts are cleared.

Enclosed with this letter is your check in the amount of **\$(Final Amount)**. Please sign the attached acknowledgment form and return it to our office to confirm receipt of these funds.

If you have any questions regarding these calculations, please contact our office at [Phone Number].

Sincerely,

[Your Name/Law Firm Name]

[Contact Information]