

**Date:** [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Re: Update on Settlement Distribution and Pro Rata Allocation**

Dear [Recipient Name],

We are writing to provide you with a formal update regarding the status of the settlement in the matter of [Case Name/Reference Number].

We are pleased to inform you that the settlement funds have been [received/authorized]. In accordance with the settlement agreement, payments are being distributed to all eligible parties on a pro rata basis. This means your individual payment has been calculated based on your proportional share of the total settlement pool, relative to [basis of calculation, e.g., your total documented losses].

**Settlement Details:**

- **Total Settlement Amount:** \$[Total Amount]
- **Total Valid Claims:** [Total Number/Value of Claims]
- **Your Pro Rata Percentage:** [Percentage]%
- **Your Calculated Payment:** \$[Calculated Amount]

The distribution process is currently [Status, e.g., in progress / scheduled for completion by Date]. You can expect to receive your payment via [Method, e.g., check/electronic transfer] within [Number] business days.

If you have any questions regarding how your specific pro rata share was calculated or if your contact information has changed, please contact our office at [Phone Number] or [Email Address].

Thank you for your patience throughout this process.

Sincerely,

[Your Name/Company Name]  
[Title]  
[Contact Information]