

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

Case Number: [Insert Case Number]

To the Clerk of the Court,

Please be advised that the parties in the above-referenced matter have reached a settlement in principle of all claims.

The parties are currently in the process of finalizing the formal settlement agreement and expect to file a Stipulation of Dismissal within [Number] days. Accordingly, the parties respectfully request that the Court vacate all currently scheduled hearings, deadlines, and trial dates in this matter.

Thank you for your assistance with this filing.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]

cc: [Opposing Counsel Name]