

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

[Date]

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

**Re: Notice of Settlement - [Case Name/Reference Number]**

Dear [Client Name],

We are pleased to inform you that a settlement has been reached in your legal matter against [Opposing Party Name].

The terms of the settlement are as follows:

- **Total Settlement Amount:** \$[Amount]
- **Release of Liability:** You agree to release the opposing party from all further claims related to this matter.
- **Confidentiality:** [Specify if the settlement is confidential or not].

Please find enclosed the Settlement Agreement and Release form. We request that you review these documents carefully. If you agree with the terms, please sign where indicated and return the documents to our office by [Date].

Once the signed documents are processed and the funds are received from the opposing party, we will deduct the agreed-upon legal fees and expenses as outlined in our retainer agreement. A detailed settlement statement showing the final distribution of funds will be provided to you at that time.

If you have any questions regarding this settlement or the next steps, please contact our office at [Phone Number].

Congratulations on the resolution of your case. It has been a pleasure representing you.

Sincerely,

[Attorney Name]  
[Law Firm Name]