

[Your Name]
[Your Law Firm]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Notice of Settlement - [Case Name/Caption]

Case Number: [Court Case Number]

Dear [Co-Counsel Last Name],

This letter is to formally notify you that the above-referenced matter has reached a settlement agreement between our client, [Client Name], and the defendant(s), [Defendant Name(s)].

The settlement terms are as follows: [Briefly describe terms or state "as set forth in the attached agreement"]. We are currently in the process of finalizing the release forms and the stipulation of dismissal.

Regarding the distribution of fees and costs:

- Total Settlement Amount: \$[Amount]
- Total Reimbursable Costs: \$[Amount]
- Attorney Fee Split: [Describe percentage split as per co-counsel agreement]

Please provide an updated and itemized statement of any outstanding costs incurred by your firm by [Date] so that we may include them in the final settlement statement for the client's signature.

We will forward the settlement funds to your office once the check has cleared our attorney trust account and the closing statement is executed. If you have any questions regarding the finalization of this case, please contact me directly.

It has been a pleasure working with you on this matter.

Sincerely,

[Your Signature]

[Your Printed Name]