

**LETTER TO CLIENT RE: PROPOSED SETTLEMENT AGREEMENT  
(CONFIDENTIAL)**

(date)

(Name of Client)  
(Address of Client)

Re:

Dear \_\_\_\_\_:

I have prepared a proposed settlement agreement based upon the information which I have and the negotiations to the present time and am enclosing a copy for you.

Please read the proposed agreement carefully and make a note of any comments or questions which you may have. If you will then call my office, I would like to arrange a mutually convenient time for us to meet and review the proposed agreement together before forwarding a copy to your husband's (wife's) attorney.

Under no circumstances should you show the proposed agreement to your husband (wife) or discuss any part of it with him (her).

I look forward to hearing from you soon.

Very truly yours,

(Name of attorney)

**SAMPLE**