

LETTER TO OTHER PARTY'S ATTORNEY RE: EXECUTION OF AGREEMENT

(date)

(Name of Attorney)
(Address of Attorney)

Re:

Dear _____:

This will confirm that you and I have scheduled a meeting with you and our respective clients for the purpose of signing the settlement agreement at my office on (insert date and time).

At the time of the meeting, I shall have all the ancillary papers in connection with this matter prepared so that they may be executed at the same time.

I look forward to seeing you soon. Thank you for your kind cooperation in this matter.

Very truly yours,

(Name of Attorney)

ABC:cc
cc: (Name of Client)

SAMPLE