

**Instruction:** This is a model letter. Adapt to fit your facts and circumstances.

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Dear                   **Re:** \_\_\_\_\_  
:

Enclosed herewith please find copies of additional documents relative to the settlement with  
\_\_\_\_\_.

If you have any questions, or if I can be of assistance in any way, please do not hesitate to  
call.

Sincerely,

/   
Enclosures

## Note Additional Documents

**TD Snyder**



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