

Settlement Inquiry Letter

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company/Firm]
[Company/Firm Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the status of the settlement discussions regarding the civil lawsuit filed on [insert date of lawsuit] under case number [insert case number]. As you are aware, my client, [Client's Name], is eager to resolve this matter amicably and promptly.

Could you please provide any updates on potential settlement terms or any further steps we may need to take? My client seeks to understand the possibilities for an expedited resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Firm Name]