

Class Action Settlement Agreement

Date: [Insert Date]

To: [Insert Name of Settlement Administrator]

Address: [Insert Address]

Re: Class Action Settlement Agreement in [Case Name]

Dear [Insert Name],

We are writing to you regarding the proposed settlement agreement in the class action case [Case Name], which was filed in [Court Name] on [Filing Date]. This letter serves to outline the terms of the settlement and the process for claiming benefits as a member of the class.

Settlement Terms:

- Settlement Amount: [Insert Amount]
- Eligible Class Members: [Insert Description]
- Claims Submission Deadline: [Insert Deadline]

Claim Process:

Eligible class members must submit a claim form by the deadline stated above. Instructions for completing and submitting the claim form are included with this letter.

Important Dates:

- Preliminary Approval Hearing: [Insert Date]
- Final Approval Hearing: [Insert Date]

Please review the enclosed documents carefully. If you have any questions regarding the settlement or the claims process, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]