

January 1, 2011

John Smith
123 First Street
Nowhere, NS B0N 2T0

Dear Mr. Smith:

**Re: Motor Vehicle Accident - January 1, 2011
Claim for Personal Injury**

Please find enclosed the following regarding the settlement of your claim:

1. Our firm trust cheque in the amount of \$_____ payable to yourself, representing your settlement proceeds;
2. Trust Statement; and
3. Statement of Account marked "paid".

We trust this is satisfactory. Thank you for allowing us to have been of assistance to you. We wish you the very best of good luck in the future.

Yours truly,