Dear \_\_\_\_\_\_:

I have been retained to represent \_\_\_\_\_\_, and will be assisting her in all matters related to your separation..

There are two approaches that can be taken to separation. One is to try and work things out amicably, treating each other with respect and making no threats towards each other, and responding promptly to all correspondence. That procedure requires a free flow of communication and respect between all parties involved. Another approach is litigation, which allows lawyers to get into a courtroom fairly quickly, and it results in private matters becoming public. This approach is usually the result of one party trying to harm the other or when a party is non-responsive.

We would like to move forward using the first option, and reach a settlement agreement in the near future. To that end I will be working on drafting a Separation Agreement , before that can be completed I will need your cooperation. I have enclosed a list of documents that I will need from you before I can properly asses the martial estate. Please forward all of the requested documents to my attention no later than \_\_\_\_\_, 20\_\_\_\_.

Thank you, I look forward to your prompt cooperation.

Very Truly Yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

EC:pv

Enclosures