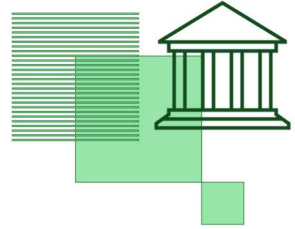


Law Offices of Whitman & Cole, PLLC

123 Justice Drive
Austin, TX 78701
(512) 555-0199 | info@whitmancolelaw.com



September 22, 2025

Mr. John Doe
~~456 Maple Street~~
~~Austin, TX 78702~~

123 Main Street

77550

Dear Mr. Doe,

We are writing to inform you that a settlement conference has been scheduled in your case, Doe v. Smith, **11:30**

to be held on August 15, 2025, at 10:00 AM in the Travis County Courthouse, Room 402.

This conference is an opportunity for both parties to attempt to reach a resolution prior to trial.

We strongly encourage you to attend this meeting, as it provides a chance to settle your claims without the **30**

expense and unpredictability of a courtroom proceeding. Please arrive at least 15 minutes early and bring any

documents relevant to the case, including medical records, invoices, or other supporting material.

Our office will be in touch shortly to review the details and ensure that you are fully prepared for the conference.

Should you have any questions or need additional information in the meantime, do not hesitate to contact us.

Sincerely,

indent paragraphs

