April 3, 2025

[Client]

[Client’s Address]

Re: **[Client] Housing Matter (Case Caption, Index #)**

Dear [Client],

I hope this letter finds you well. Enclosed please find a copy of the [stipulation of discontinuance/ stipulation of settlement/ consent order/ order to correct], dated [date] which resolved our HP action against your landlord. [Reiterate what happened, e.g. “*On [date] you notified me that the repairs had been completed*”; include additional relevant details unique to your case as necessary.]

Our office will be closing the open case we have for you associated with this HP action. Please contact me at [your phone number] to discuss this or any questions you have about the resolution of your proceeding. Lastly, should you need legal assistance in the future please contact Legal Services NYC at (646) 442-3575.

It was a pleasure working with you and I wish you the best of luck,

[Your name]

[Your phone number]

[Your email address]