

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<address>
<address>
<address>

Re: _____
Acct. No. _____

Dear _____ :

Per your instructions during our conversation of this date, enclosed herewith is the Money Order about which we spoke. You stated that this Money Order would be returned to _____ .

Sincerely,

By:

Secretary to

/
Enclosure