

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

<date>

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

Re: _____

Dear _____ :

Enclosed herewith please find copies of the Authority to Enter Satisfaction of Judgment which was filed in the _____ Judicial District of _____ County, _____ and in _____ County, _____ releasing the judgment against _____.

If you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

/
Enclosures