

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

<date>

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

Re: _____

Dear _____ :

As you instructed, I contacted _____ to determine whether _____ had paid one-half of the outstanding Judgment. According to _____, no such payment has been received. Therefore, I have not taken any action to have the Judgment marked "satisfied".

If you would like to have _____ Judgment marked "satisfied and released" in spite of the fact that he has made no payment, please let me know and I will be happy to handle this for you.

Sincerely,

BY:

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