

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

<date>

<Name>
<Address>
<Address>
<Address>

Re: _____
Civil Action _____

Dear _____ :

This is to confirm our telephone conversation of last week. It is my understanding that _____ intends to bring the account current prior to the end of _____, 20_____ by paying approximately \$ _____ per week. As I told you, _____ will require that _____ execute a reinstatement agreement once the account is current.

In addition, _____ wants me to obtain a trial setting with regard to this matter in the event _____ fails to pay as agreed. We have contacted the Court and obtained a trial date of _____. A copy of our Notice of Trial setting which has been forwarded to the Court is enclosed for your file.

If this date is unacceptable, please let me know and we will work with you to obtain a mutually agreeable date.

Should you have any questions or desire to discuss this matter further, please do not hesitate to contact me.

Sincerely,

By:

:
Enclosure
cc: