

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

<date>

<Name>
<Address>
<Address>

Re: _____
Cause No. _____

Dear _____ :

On _____, 20_____ I mailed you a letter regarding your client's offer to pay one-half (1/2) of the balance due in settlement of the above referenced matter, a copy of the referenced letter is enclosed.

To date I have not received an answer to this letter. If I do not receive monies in the amount of \$ _____ within ten (10) days, we will file a Default Judgment.

Sincerely,

BY:

/_____
Enclosure
pc: