

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: _____

Dear _____ :

Enclosed herewith please find a letter which I received today from _____ . As requested, we will forward _____ a copy of the checks which show the endorsement.

Should you have any questions regarding this matter or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:
Enclosure