

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

<date>

VIA FACSIMILE NO and Airborne Express

<Name>

<Address>

<Address>

Re: _____

Dear :

After our telephone conversation Monday afternoon, I discussed the issue of the check with my client. They requested that we obtain a new check so that we would not have to revisit the matter if the check we currently have in our possession turns out to be stale. Therefore, I will be returning the check in our possession via overnight mail and would be most appreciative if you would have a new check issued and return it to me with the executed settlement documents.

Again, I appreciate your cooperation and assistance in this matter.

Sincerely,

BY:

/
Enclosures