

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

<date>

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

Re: _____
Account No. _____

Dear _____ :

Pursuant to your request, enclosed herewith please find another original Affidavit for _____ signature. Please have _____ sign this Affidavit and return to me as soon as possible.

In the meantime if you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

BY:

: Enclosure