

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

<date>

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

Re: _____
Account No. _____

Dear _____ :

Enclosed herewith please find a copy of a Fiat setting this matter for hearing on _____ ,
_____, 20____, at _____ a.m. I will contact you shortly after the conclusion of the hearing
concerning the outcome.

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

Sincerely,

BY:

/
Enclosure