

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

DATE

VIA FACSIMILE NO.

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re:

Dear :

Enclosed herewith please find a copy of a letter which I received from . Please contact me when it is convenient so we can discuss this in more detail.

Sincerely,

BY:

:
Enclosure