

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

DATE

VIA FACSIMILE AND U.S. MAIL

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

Re: vs.
 Civil Action No.

Dear :

Enclosed herewith please find a letter which I received from , the attorney for , regarding the information being included on the Universal Data Form and some additional language which they would like included in the Settlement and Release Agreement.

Please review this information at your earliest convenience and call me with your comments regarding the proposed additional language. In addition, I would be most appreciative if you could have someone in your office complete the Universal Data Form in the manner in which intends to submit it to the credit agencies. wants to review the completed form prior to execution of the settlement agreement.

Once we have finalized the documents, I will submit to you the final version for execution which you can return to me along with the settlement check. I will then forward our executed documents and the check to to hold in trust pending execution by .

I look forward to hearing from you soon.

Sincerely,

BY:

 :
Encl.