

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

DATE

NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE ZIP CODE

VIA FACSIMILE TRANSMISSION

Re: vs.
Civil Action No. ; In the County Court of the
First Judicial District of Co.

Dear :

I am in receipt of your deposits to our account in the total amount of \$. Pursuant to our records, \$ was deposited on , and \$ was deposited on . However, informs me that the agreement with the was that \$ would be deposited on ; \$ would be deposited on ; and that \$ would be deposited on .

According to our calculations, the ' deposit of was short \$ and the deposit on was both late and short \$. Moreover, the payment of \$ was not made as agreed. As a result, the have failed to comply with the agreement and are in arrears \$ on the amounts they agreed to pay. Also, the are now due for a payment of \$.

In order to avoid a hearing on our Complaint, the must pay the remaining balance of \$ due pursuant to the verbal agreement with on or before . In addition, the need to pay the payment before the end of the month.

I sincerely hope that the will pay the remaining amounts due so that we can avoid litigating this matter. Should you have any questions or desire to discuss this matter, do not hesitate to call.

Sincerely,

By:

:
cc: