

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

DATE

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

Re:
Account No.

Dear

Enclosed herewith please find Notice of Order of Conversion in the above referenced matter.

Should you have any questions or if we can be of assistance in any way, please do not hesitate to call.

Sincerely,

BY:

:
Enclosure