

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

D A T E

VIA FACSIMILE

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re:

Dear :

This letter is to confirm that has purchased the stock of owned by .
Enclosed for your review are copies of the Stock Sale and Purchase Agreement and the stock certificates of and which have been endorsed over to .

With regard to any additional distributions due from the Condominium Association, Inc., I direct your attention to Section 5(h) of the Stock Sale and Purchase Agreement. As you will note, neither nor have any claim to such distributions.

Also, the dispute regarding the property has been settled and does not make any further claim to this property.

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

Sincerely,

by:

cc: