

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

Date

VIA AIRBORNE EXPRESS

Name
Company
Address
City, State Zip Code

Re: Name of Company/Business of City

Dear :

Please sign in the appropriate spaces. will also need to sign in the spaces appropriate for his/her signature.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosures