

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 _____ :

Enclosed herewith please find a draft of the Stock Sale and Purchase Agreement. Please review and call me with any questions or comments.

As we discussed, I believe it is in everyone's best interest to extend the closing date until . Unless I hear otherwise, I will assume you and _____ have no objection.

Sincerely,

/
Enclosure