

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

D A T E

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: vs.
 Civil Action No.
 in the Circuit Court of County,

Dear :

I appreciate you agreeing to act as local counsel for in the above referenced matter. Please attend the hearing scheduled for at T I M E at the Circuit Courthouse in . If the Defendants make an appearance, please request the Court to continue the hearing to a date when we can have representatives from present to testify as to the matters of complaint. If the Defendants fail to appear then please ask the Court to execute and enter the Order we are providing you herewith. After the hearing, please submit to me an itemize statement for you services at the address set forth below.

Enclosed are copies of the following relevant documents:

- (1) Complaint and Affidavit for Claim and Delivery
- (2) Fiat
- (3) An Original Order for Possession and two (2) copies
- (4) UCC1 Financing Statement

If you need any other documents such as Notify of Default and Right to Cure letters or Notice of Acceleration, please let me know and I will provide you with same.

Page 2

In addition, _____ informs me that Arrington's are due all payments from _____ to present. The current arrearage is \$ _____ and the current payoff (including attorney fees and court cost) is \$ _____.

Again I appreciate you agreeing to assist us in this matter. I look forward to hearing from you regarding the out come of the hearing. In the meantime, should you have any questions or if we can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

/
Enclosure