

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:
Account No.

Dear :

Enclosed herewith please find the original Complaint for Claim and Delivery which we have prepared against the above referenced debtors. Please review the Complaint at your earliest convenience, and if same meets with your approval, please execute the affidavit and return them to me for filing.

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

Sincerely,

BY:

/
Enclosure