

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.
Case No.

Dear :

Enclosed herewith please find a copy of the Trustee's Acknowledgement of Creditor's Claim or Modification to a Claim on the above referenced account.

If I can be of further assistance, please do not hesitate to call.

Sincerely,

BY:

/
enclosures