

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

Date

Name
Company
Address
City, State Zip Code

Re:

Dear :

Enclosed herewith please find a letter which I received from the attorney representing . The letter is self-explanatory. Please let me know if you want to try to pay this or whether you want them to take your deposition.

I look forward to hearing from you soon.

Sincerely,

BY:

/
pc: