

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

March 11, 2020

Name
Company
Address
City, State Zip Code

Re:
Dear :

Enclosed herewith please find a copy of a note which faxed to us regarding our statement. What is the deal? When you and I met with at , he told me that he wanted me to incorporate the business as soon as possible, and it was my understanding that he would pay for this legal work.

I look forward to hearing from you.

Sincerely,

BY:

/
Enclosure