

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

Date

HAND DELIVERY

Name
Company
Address
City, State Zip Code

Re:

Dear :

Enclosed herewith please find a copy of a fax which I received from the attorney representing . As you will note, this fax is an Order allowing to take an examination of Judgment Debtor. This means that you will be required to bring the information listed on Exhibit "A" to the County Courthouse on and give sworn testimony regarding your assets.

As you recall, we had originally tried to settle this matter, but apparently payments weren't made as agreed. If you want to avoid the Debtor Examination, we need to move quickly to see if will still take the amount we agree to pay in settlement.

Please contact me at your earliest convenience.

Sincerely,

BY:

/
Enclosure