

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

**Re:**                    **vs.**  
                                 **County Circuit Court No.**

Dear            :

I have discussed            's Motion for Summary Judgment with            and he has agreed that            is entitled to the relief sought. Accordingly, enclosed herewith please find an original order granting            's Motion for Summary Judgment in the above referenced matter.

Basically, the Plaintiff has agreed to the entry of this Order because it is undisputed that            sold the note and security agreement at issue to            more than            years before the alleged trespass occurred, that            had no connection with the note, security agreement or collateral at any time after            and that            was not involved in any way with the decision to repossess the mobile home or any actions taken in connection with said repossession. Based on our last telephone conversation, it is my understanding that            .            does not have any factual basis for contesting            's Motion for Summary Judgment. Unless you have evidence which creates a question of material fact as to            's liability in this case, I respectfully request that you sign the Order and return it to me as soon as possible. For your convenience an envelope is enclosed. The Order does not affect            's ability to defend this action or pursue a cross-claim against            .

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

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