

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

D A T E

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: **vs.**

Dear :

Enclosed herewith please find a copy of the Complaint for Claim and Delivery which we have prepared against the above referenced debtors. Please review the Complaint at your earliest convenience, and if same meets with your approval, please execute the original Affidavit and return to me.

In the meantime if you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

BY:

/
Enclosures