

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

D A T E

VIA FAX NO. _____

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: , Debtor
Chapter 7 Case No.
., Creditor
Clients Acct. No.

Dear :

I am in receipt of your letter dated and the enclosed money order in the amount of \$. According to 's records, the arrearage on your client's account is \$, excluding the \$ money order you sent with your letter. The breakdown is as follows:

 \$ - payment arrearage and late fees
 - insurance
 - attorney's fees and court costs

It is 's policy that it will not reinstate an account until all past due arrearages are current. No partial payments are accepted. Therefore, I am holding the money order until you inform me whether or not your clients intend to reinstate the account in full. If you inform me that they do not intend to reinstate, I will return the \$ money order to you.

Please inform me at your earliest convenient your client's intention regarding the reinstatement of this account. If the account is not reinstated, we will proceed with our efforts to obtain possession of the mobile home.

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Please do not hesitate to contact me.

Sincerely,

BY:

pc: /