

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

VIA FACSIMILE

**Re:**

Dear :

I did not receive the Deed of Trust and Promissory Note by , as you stated. Please contact me immediately as to the status of these documents or I will required to file suit as instructed by my clients.

Sincerely,

BY:

/  
pc: