

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 NO.

Re:

Dear :

Attached is a copy of a letter which we tried to send to you last week. It was returned by the Post Office, and we could not get the fax to work. Apparently we had the wrong fax number.

In the meantime, my clients reviewed your letter dated D A T E and the enclosed check for \$. While my client intends to retain the check for \$ as partial payment to your account, we are not agreeable to accepting your proposal to pay \$ per month for the next several months unless you are willing to sign a Promissory Note and give a Deed of Trust on the commercial acreage which you intend to sell. The purpose for this Deed of Trust is to insure that my client will be paid when the property is sold. Furthermore, the Note and Deed of Trust would have a balloon provision which would provide that if the property was not sold and the debt paid within 6 months, the Note and Deed of Trust would come due.

Please contact me immediately so that we can discuss this matter. If you are not willing to sign the Note and Deed of Trust, my client has instructed to proceed immediately with filing suit.

I look forward to hearing from you soon.

Sincerely,

BY:

/
pc: