

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

D A T E

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

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:

Dear :

Our firm represents . It is our understanding that your company has purchased the insurance agency of . As you may know, 's account with is seriously past due. Our firm has been retained to take appropriate legal actions to collect the amounts due from .

In connection with these efforts, it is necessary that we obtain documentation satisfactory to us which demonstrates that did not acquire any of the liabilities of in connection with its acquisition from 's business. Therefore, we respectfully request that you provide us a copy of the documents related to the sale and acquisition of 's business. If you do not provide us with this information, we will have no alternative but to include your corporation in any suit which we file against .

Please provide me with the requested information within ten (10) days of your receipt of this letter. If necessary, we are agreeable to executing a Confidentiality Agreement regarding the terms of the transaction between your company and .

Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

By:

: