

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: . v.

Dear :

Enclosed herewith please find copies of the backs of the subject checks showing the endorsements by and .

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

Sincerely,

by:

/
Enclosure
cc: