

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

Date

Name
Company
Address
City, State Zip Code

Re: Name/Ticket No.

Dear Sir/Madam:

Enclosed herewith please find a check in the amount of \$ in payment of the above referenced ticket. It is my understanding that upon receipt of these funds, you will forward a clearance form to the appropriate entities and provide me with a copy at the address below.

Thank you for your assistance in this matter. Should you have any questions, please don't hesitate to contact me.

Sincerely,

By:

:
Encl.