

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

<date>

<Name of Mortgage Company>
Attention: <Name>
Foreclosure Services Department
<address>
<address>

Re: <Name>
<address>
Loan #

DATE	SERVICES RENDERED	AMOUNT
	Attorney Fee	\$
	Filing Fee - Complaint	
	Summons	
	TOTAL	<hr/>