

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

DATE

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Your Loan Number:

Dear Name:

This office is attempting to collect a debt and any information obtained will be used for that purpose.

We have been instructed to initiate legal action in connection with your Construction/Development Loan Agreement and Deed of Trust dated and Note DATE due to your failure to comply with the terms of Item 3 of the Rider to Note dated DATE.

If you would like for the legal action to stop you must pay off this loan, costs and attorneys fees to this office. You may obtain the amount due by calling Telephone Number and asking for the foreclosure desk.

Unless you contact this office within thirty (30) days from the date of this letter, legal action will be taken to cancel the Contract for Deed. Your attention to this matter will be appreciated.

Sincerely,

Name

:

cc: FAXED TO: