

**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

FAXED TO: Telephone Number

Attention:

Re: FORECLOSURES - BANKRUPTCIES  
STATE OF

Dear Name:

As requested enclosed is information regarding foreclosures and bankruptcies in State. Should we receive referrals from you, we will endeavor to provide you the service you desire and therefore we will welcome your comments and suggestions regarding our procedures.

If you have any questions regarding the enclosed information or any other matters in State, please call.

With kindest personal regards, I remain

Sincerely yours,

Name

:  
Enclosures