

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

Re: v.

Dear N A M E:

You have requested as to our willingness to enter into an Agreed Order to pay N A M E  
\$ plus contract interest of % over months through the plan.

In this case, the average retail value of the automobile is \$ and the average "trade-in"  
value is \$ . This would reveal a total of \$ with an addition for low mileage of \$ .  
This would give us the total value to be paid of \$ .

Please contact me at your earliest convenience to discuss this settlement proposal.

Sincerely,

N A M E

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