

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.  
                         Corporation, etc.  
No:

Dear N A M E:

In an effort to compromise this matter without the expense of litigation, my clients are willing to reinstate the loan and place the amount which is past due at the end of the loan if an agreed order of dismissal with prejudice is executed and your client agrees to pay \$                    .

Please let me hear from you soon in regards to this offer for compromise.

If you have any questions, please do not hesitate to contact me.

Sincerely,