

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: N A M E
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

Dear N A M E:

I have been engaged by N A M E to pursue their claim to funds relating to a note which was executed to NAME on D A T E . N A M E were informed that the funds should be received within 3 to 5 days of the date of execution. These funds were to be used to consolidate debts dealing with several different items including a car note.

On D A T E , N A M E t became concerned as the note on the car was coming due. They were informed by the closing agent, N A M E , not to pay the note as it would effect the payoff.

Shortly after this time, N A M E with LOAN COMPANY was contacted concerning the matter. N A M E informed the N A M E that it would only be another 3 to 5 days until the funds would be received. Another week went by without any response and the holder of the car note demanded payment by D A T E or they would repossess the car. N A M E paid the notes which were due and owing.

On D A T E , a certified letter was sent to your office concerning this matter and shortly thereafter N A M E was contacted after N A M E demanded to speak to a person in charge.

N A M E informed N A M E that the papers had been misplaced and he would have to get back with him later. Later that same day, N A M E informed N A M E that N A M E (hereafter "N A M E") had purchased the note and had filed for bankruptcy. It has come to our attention that N A M E had filed for bankruptcy back in the first of November.

Please let me hear from you within ten (10) days.

Thank you for your attention to this matter.

Please call if you have any questions.

Sincerely,

NAME