

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

D A T E

FAXED TO: FAX NUMBER

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
Loan #

Dear N A M E:

This letter is to inform you that we will need to file an action in Chancery Court to clear up the above-referenced matter. This matter will be done at our regular litigation rate.

Please contact me at your earliest convenience regarding this matter.

Sincerely,

N A M E