

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: NAME  
VS.  
NAME  
Chancery Court No.

Dear :

Enclosed for your consideration is a Corrected Default Judgment to be entered in the above referenced cause of action. This is to correct paragraph 5 and 6 in the original Default Judgment describing the Deed of Trust.

If you find this Corrected Default Judgment in order, we would appreciate you signing and forwarding to the Clerk's office for entry. **We also need the Corrected Default Judgment recorded in the Land Records.** The filing fee in the amount of \$ , is also enclosed. We have enclosed a self-addressed, stamped envelope and ask that the Clerk return a copy of the Corrected Default Judgment to our office once it has been recorded.

Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to call our office at .

Sincerely,

By:

:  
Enclosure