

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

DATE

FAXED TO:

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: NAME
Cause No.

Dear :

In response to your letter dated , I have revised the last page of the proposed Agreed Order for your review. If the revision meets with your approval, please execute and return to our office for filing.

Thank you for your assistance. With kindest regard, I am

Sincerely,

:
Enclosure