

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
Account No.

Dear N A M E:

We have been retained by N A M E, in regard to the above referenced loan.

N A M E has advised us that Money Order No. in the amount of \$ and dated D A T E is not legible. As a result, N A M E has stopped research regarding this purported payment. Please have N A M E to provide us with a more legible copy of the money order.

I am enclosing a copy of Transaction History List of this loan. The amount to reinstate this loan is \$ which is good through .

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

Sincerely,

N A M E

BY:
N A M E

:
Enclosure