

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

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

**Re: Name vs. Name;  
Name Account No.**

Dear Name:

Enclosed herewith please find a copy of an Agreed Order of Possession which has been signed by Name in the above referenced matter. Pursuant to the Agreed Order, Name has agreed to vacate the property by Date.

Rather than dismissing the suit for replevin, we have continued the matter in the event we are required to go forward with a hearing. Although Name signed the Agreed Order of Possession, we were never able to serve Name. While I believe the Court would enter the Order of Possession in light of the fact that Name cannot be located and does not have possession of the mobile home, there is a possibility that the Court would require us to serve Name by publication and obtain a default before entering the Order of Possession. Obviously, Name is not aware of the possible procedural argument regarding the entry of the order and is prepared to move out by Date.

I believe it would be advisable for Name to have a field rep verify the vacancy of the trailer around Date and take possession of the home as soon as possible thereafter. If you should have any questions, please do not hesitate to contact me.

Sincerely,

Name

BY:

Name

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