

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
Account No.:

Dear Name:

We are in receipt of the referral package regarding the above referenced account. I note the attorney rate is stated as \$. Please be advised that our normal rate for a replevin action is \$. If there is a problem with paying the normal fee of \$, please contact me immediately so that we can discuss whether we will be able to handle this file.

Sincerely,

Name

BY:
Name

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