

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:

Enclosed herewith please find check no. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ drawn on the account of Name, an attorney in City, State along with our Trust Account check no. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ which Name has paid to reinstate his account. The breakdown of the total payment by Name is as follows:

Past Due Amounts as of Date	\$ _____
Attorney's Fees	
Court Costs	_____

As you will note, I agreed with Name to \$ \_\_\_\_\_ in attorney's fees rather than the normal \$ \_\_\_\_\_ in order to achieve a resolution of this matter. I trust this is acceptable to you.

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

Sincerely,

Name

BY:  
Name

/  
Enclosures