

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

Dear Name:

Enclosed herewith please find a letter which I received from Name, the local attorney for State State Education Assistance Authority wherein he states that they have a knowledge that the debt was paid in full and have requested that the Internal Revenue Service not to off set against your Year tax refund. As the letter further provides, if the off set of your tax refund should occur, please supply State State Education Assistance Authority with the correct IRS form so that adjustments can be made. If you prefer, you may provide me with the documents and I will handle the adjustment for you.

Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

Name

BY:

Name

/
Enclosure