

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**

Dear **Name**:

Enclosed are the documents which **Name** asked me to forward to you.

If you have any questions regarding this, please do not hesitate to call me.

Sincerely,

By:

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Enclosures
CC: