

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

<date>

**VIA FACSIMILE NO.**

<Name>

<address>

<address>

<address>

**Re:** \_\_\_\_\_  
**Loan No.** \_\_\_\_\_

Dear <Name>:

This letter is to confirm our telephone conversation of \_\_\_\_\_, 20\_\_\_\_ wherein your client, \_\_\_\_\_, agreed to purchase the above referenced loan from \_\_\_\_\_ for the sum of \$ \_\_\_\_\_. It is my understanding that your client desires to receive in connection with this purchase an Assignment of the Note and Collateral, along with the contents of the entire loan file and collateral file.

Further, it is my understanding that the entire purchase price will be paid by wire transfer no later than the close of business on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_.

Enclosed for your consideration is a proposed Assignment to be executed in connection with the sale. Should you have any questions or comments, please do not hesitate to contact me.

Sincerely,

BY:

/\_\_\_\_\_  
Enclosure  
pc: