

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

<date>

VIA HAND DELIVERY

<Name>
<address>
<address>
<address>

Re: _____

Dear <Name>:

Enclosed please find revised drafts of the Merger Agreement, Lease Agreement, Initial Note, and Inventory Note relating to the above referenced matter. Also enclosed are new notes which we have prepared for the payments to _____, _____ and _____. In addition, we have enclosed a Guaranty Agreement to be executed by _____.

Please note that none of these drafts have been reviewed by our clients and are therefore, subject to further comment.

Sincerely,

BY:

/
Enclosures
pc: