

Sample Letter for Deposit of Funds

[COMPANY]
[ADDRESS1]
[ADDRESS2]
[CITY] [STATE], [ZIP]
[PHONE]
[FAX]
[EMAIL]
[WEBSITE]

Date _____

(Name and Address)

VIA FACSIMILE TRANSMISSION

Re: _____ vs. _____
Civil Action No. _____; In the County Court of the
First Judicial District of _____ Co. _____

Dear _____:

I am in receipt of your deposits to our account in the total amount of \$ _____. Pursuant to our records, \$ _____ was deposited on _____, and \$ _____ was deposited on _____. However, _____ informs me that the agreement with the _____ was that \$ _____ would be deposited on _____; \$ _____ would be deposited on _____; and that \$ _____ would be deposited on _____.

According to our calculations, the _____' deposit of _____ was short \$ _____ and the deposit on _____ was both late and short \$ _____. Moreover, the payment of \$ _____ was not made as agreed. As a result, the _____ have failed to comply with the agreement and are in arrears \$ _____ on the amounts they agreed to pay. Also, they _____ are now