

Model Document: Poorly Written Letter

February 15, 2003

Mr. Stewart R. Cassidy
Fiorello and Cooke, Attorneys at Law
1212 Broadway
Hartford, CT 06119

Dear Mr. Cassidy:

In regard to claim on Account #5-861 see enclosed copy of letter received and copy of delivery receipt regarding same. There had been a claim which was disallowed and debtor withheld payment on the bill, and the one we referred to your office for collection, as no pro was mentioned but the one the claim was on was referred to the bill is still open and they still owe Universal, please review and advise.

Sincerely,

Ralph Madison

Ralph Madison
Account Manager

Omitted words

Confusing, run-on sentence filled with grammatical errors

Unclear reference