

Date:

Dear

Please find enclosed a report of the diminished value that was performed by \_\_\_\_\_. The report shows a diminished value amount of \$\_\_\_\_\_. Please forward a check in this amount to me as settlement of the diminished value of my vehicle. If you have any questions- please feel free to contact me at my phone or address listed below. I request that you respond to me directly or issue a check for the above amount within 15 days.

Sincerely,

Name

Address

Phone