

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear **[Recipient Name]**:

We, as the Show-Me Region Narcotics Anonymous, are writing you concerning the loss/misappropriation of Show-Me Region money and/or property. The total sum for which you are accountable is \$_____. Specific details regarding this determination of accountability have been included as part of this correspondence.

The Show-Me Region of Narcotics Anonymous is demanding full payment in recovery of these funds and/or property. We are prepared to accept the amount in the form of a Cashiers' Check within 30 days from the date of this letter. Payment of which will serve as final settlement without any legal recourse.

If contact is made within the 30 days, consideration will be given to a possible change in repayment terms. If payment, in full, is not received and/or contact made within the 30 days, legal action will be taken. Contact can be made to the information provided below.

We would like to resolve this matter between the two parties without proceeding with any other actions. However, we reserve the right to any additional legal action if necessary.

Sincerely,

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Phone Number]