

Dear Client:

There are several urgent matters regarding your Chapter 13 case you need to attend to immediately.

You are required to send \$ _____ per _____ to the Trustee's office to fund your
(plan payment amount) (frequency)
plan. ***You should begin sending these payments immediately.*** If a payment order is being served on your employer to have your payments deducted from your paycheck and sent directly to the Trustee, you must make your payments yourself until you see that the payments have been deducted from your check.

The law technically provides that you must begin making your payments in the first 30 days after your Chapter 13 Plan is filed with the Court. Your plan was filed on _____. We suggest that you start making your payments immediately to develop a good payment record by the time your confirmation hearing arrives.

Please follow these instructions regarding your payments:

1. Write your NAME and CASE NUMBER on each check or money order submitted. If you do not, we cannot credit your account.
2. DO NOT SEND CASH. Make your check or money order payable to:
CHAPTER 13 TRUSTEE
and mail to: P. O. Box 5816
Troy MI 48007-5816

NOTE ALSO: YOU MUST MAINTAIN INSURANCE ON ALL PROPERTY AS REQUIRED BY LAW OR CONTRACT. Please bring proof of insurance with you to your 341 hearing.

There are several important dates for you to keep in mind. Your appearance is required at the following hearings:

341 Meeting of Creditors	Date:	Time:
Confirmation Hearing	Date:	Time:

Should you have any questions or problems, please contact my office for assistance.

Very truly yours,

(Debtor Attorney)