

Dear Lauren,

I hope the holiday season is turning out to be remarkably busy and profitable for you!

On May 31, 2020 you and I signed a binding letter of agreement. We agreed to promptly resolve any dispute or controversy arising out of or relating to the formation, performance, or termination of this agreement. In the event we could not settle a disagreement we agreed to submit to binding arbitration before a single arbitrator.

Lauren, we have reached the point where mediation is necessary. It is still my hope we can avoid the time and expense of binding arbitration by agreeing upon a single payment of \$5,500.00 made on or before December the 14<sup>th</sup>.

I hope you are having a great holiday season and look forward to resolving our payment difference.

Please note that the purpose of this communication is to collect a debt. Anything you say to us will be used for the purpose of collecting a debt.

[BTodd@BTodd.com](mailto:BTodd@BTodd.com)

Bill Todd

**U.S. Postal Service™ CERTIFIED MAIL® RECEIPT**  
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PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0090 0001 8245 6677

Recipient name  
LAUREN BERGER  
Tracking #:  
7020009000018245677

Total \$10.00

Grand Total: \$10.00

Credit Card Remitted \$10.00

Card Name: VISA  
Account #: XXXX XXXXXX8232  
Approval #: 0760  
Transaction #: 186  
AID: A000000031010  
AL: VISA CREDIT  
PIN: Not Required  
CHASE VISA chip

Due to limited transportation availability as a result of nationwide COVID-19 impacts package delivery times may be extended. Priority Mail Express® service will not change.  
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