

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<address>
<address>
<address>

Re: _____

Dear _____ :

As you may recall, _____ suit against _____ was scheduled for trial on _____, _____, 20____. Late last week the attorney for the defendant requested and received a continuance. Therefore, the trial will not be held on _____ as scheduled. We are in the process of attempting to schedule a new trial date and hopefully we will bring the matter to trial before the end of the year. Please understand that we are doing everything possible to get this matter to trial at the earliest possible date. I sincerely appreciate your patience and understanding.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

\
cc: