

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

<date>

<Name>

<address>

<address>

<address>

Re: _____

Dear _____ :

My records do not indicate that I have received either a fax or overnight delivery of the Affidavit which I sent to you on _____, 20____. I would be most appreciative if you would return this Affidavit to me so that I can set a hearing for summary judgment on the above referenced matter. If you cannot locate the Affidavit that I previously sent, please let me know and I will provide you with another copy.

Should you have any questions or if I can be of assistance in any way, please let me know.

Sincerely,

BY:

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