

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

<date>

<Name>

<address>

<address>

<address>

Re: _____

Dear _____ :

As you know our firm represents _____ . This letter is to confirm our telephone conversation of _____ , _____ , 20 _____ wherein you graciously agreed to allow an extension of time until _____ , 20 _____ to file a responsive pleading in the above referenced matter.

I sincerely appreciate your cooperation.

Sincerely,

BY:

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