

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

<date>

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

Re: _____

Dear _____ :

Enclosed herewith please find a copy of a Motion for Additional Time to Answer which has been filed in the above referenced case by _____ and _____. I believe it would be a waste of time and money to fight this motion, because in all likelihood the Court will grant the extension. However, if you would like for me to oppose the additional time, let me know and I will do so.

In addition, you should note that the extension only applies to _____ and _____. The time for _____ to respond has expired and he is presently in default. Based on my recollection of our last telephone conversation, there was some uncertainty whether we wanted to proceed with a default judgment against _____ at this time.

Please give this matter some consideration and inform me as to whether I should proceed to obtain a default judgment against _____ or wait until we receive an answer from _____ and the corporation.

Sincerely,

By:

:
Encl.
cc: