

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

<date>

<Name>

<Address>

<Address>

Re: \_\_\_\_\_

Dear \_\_\_\_\_ :

When we last spoke regarding \_\_\_\_\_ Motion to Change Venue approximately three weeks ago, you stated that you would provide me with an Affidavit from \_\_\_\_\_ stating that her residence was located in \_\_\_\_\_ County and a copy of her homestead exemption. I would be most appreciative if you would check on the status of these documents and forward them to me at your earliest convenience.

Sincerely,

By:

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