

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

<date>

<Name>

<Address>

<Address>

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

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

Enclosed herewith please find a copy of the Motion for Additional Time which we have filed with the Court requesting an additional 30 days in which to respond. If you have no objection to the additional time, please execute the Agreed Order enclosed herewith and return to me so that I can submit it to Judge \_\_\_\_\_. However, if you do not feel that you can agree to this additional time, please let me know and I will schedule the matter for hearing.

I appreciate you agreeing to provide me with any documents which you might have in your file that reflect \_\_\_\_\_ daughter's account number with \_\_\_\_\_. Once we have this information, I feel we will be able to obtain the necessary information to file a responsive pleading in short order.

I appreciate your cooperation in this matter.

Sincerely,

By:

:  
Enclosure