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

			<date></date>	
TO:	O: <name> Chancery Clerk of County <address> <address></address></address></name>			
	RE:			
ENCL	OSED PLEAS	E FIND:		
() Complaint () Notice of Service () Documents () Petition () Notice to Take Deposition () Correspondence () Summons () Request/Relief from Stay (X) Self-Address Envelop () Subpoena () Agreed Order () Originals () Filing Fee () Notice of Hearing () Copies () Process Fee () Deed, D/T or Lien () Answer () Articles of Incorporation () Motion () Contract () Affidavit () Exhibits (X) Other Pleading Application to Clerk for Entry of Default and Supporting Affidavit w/Docket of Entry				ence ess Envelope ginals Default and
PLEAS	SE:			
(X) Ma	iew	() Reply () Bill Filing Fee () Sign & Return () Other		() Issue Process () Record and Return () Serve
			Sincerely,	
: Enclos	ure(s)			
T				