

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

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

Re: _____

Dear _____ :

Enclosed herewith please find a copy of an Answer, Affirmative Defenses and Counterclaim filed by _____ in the above referenced matter.

Should you have any questions or if I can be of further assistance, please do not hesitate to call.

Sincerely,

BY:

/
Enclosure