

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

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

Re: _____
Account No. _____

Dear _____ :

Enclosed herewith please find a stamped "Filed" copy of _____ Motion to Strike Plaintiff's Amended Complaint and Second Amended Complaint, or Alternatively, for Dismissal for Failure to State a Claim.

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

Sincerely,

BY:

/
Enclosures