

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

<date>

<Name>

<Address>

<Address>

<Address>

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

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

Enclosed herewith please find the Scheduling Order which we propose be entered in the above referenced case. Because this order should have submitted to the Magistrate already, I would be most appreciative if you would contact me at your earliest convenience regarding the acceptability of the proposed dates.

I look forward to hearing from you soon.

Sincerely,

by:

\_\_\_\_\_  
: Enclosure