

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: _____

Dear _____ :

Enclosed herewith please find a copy of the Answer filed by _____ in the above referenced matter. In addition, you should note that the Answer contains a Crossclaim whereby _____ is suing _____ for any amount which _____ might owe to _____.

After you review the Answer and Crossclaim, please give me a call should you have any questions.

Sincerely,

By:

:
Enclosure