

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 an Entry of Appearance and a Motion for Leave to File a Separate Amended Complaint which I have filed in the above referenced matter.

This matter has been set for hearing on _____, 20____ at _____ a.m.

I will keep you informed as this matter progresses.

Sincerely,

By:

:
Enclosures