

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

<date>

<Name>
Circuit Clerk of County
<Address>
<Address>

Re: _____

Dear :

Enclosed you will find an Abstract of Judgment on each of the above referenced. Please enroll the Abstract of Judgment and return a stamped copy to me in the enclosed self-addressed envelope. Also you will find a check in the amount of \$3.00 to cover costs.

Thank you for your assistance.

Sincerely,

BY:

/
Enclosures