

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

<date>

VIA FACSIMILE NO.

<Name>
<Address>
<Address>
<Address>

Re: _____
Circuit Court No. _____

Dear _____ :

Enclosed herewith please find an Order granting _____
Motion for Summary Judgment in the above referenced matter.

For your information, the Court granted our motion but denied
_____ Motion for Summary Judgment.

Should you have any questions, please do not hesitate to call.

Sincerely,

BY:

/
Enclosure