

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

<date>

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

Re: _____

Dear _____ :

Please find your copy of the Court's Order denying _____ Motion to Dismiss which was inadvertently sent to me along with my copy of the Order. Apparently someone in the Clerk's office put everything in the same envelope.

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

Sincerely,

BY:

/
Enclosure