

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

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: **vs.**
 Civil Action No.

Dear :

Pursuant to instructions of , Court Administrator, enclosed is original and one copy of a Fiat. Please execute the Fiat and have the Clerk return a copy, along with the executed Summons in the enclosed stamped, self-addressed envelope.

Sincerely,

BY:

 :
Enclosures