

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

Date

Name  
Company  
Address  
City, State Zip Code

Dear           **Re:**           **. vs.**  
:

Please find your copy of the Court's Order denying           's 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