

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

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: **vs.**

Dear .:

Enclosed please find the original Final Judgment of Divorce which I have signed on behalf of my client. Once the judgment has been entered, please provide us with attested copies.

It has been a pleasure to work with you on this matter. Should you need anything further or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

BY:

/
Enclosure
pc: