

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.  
                        Civil Action No.            - County Court of            County,

Dear            :

I appreciate you agreeing to act as local counsel for            in the above referenced matter. Please attend the hearing scheduled for D A T E at T I M E before the County Court of County,            in            . If the Defendants make an appearance, please request the Court to continue the hearing to a date when we can have representatives from            present to testify as to the matters in the complaint. If the Defendants fail to appear then please ask the Court to execute and enter the Order we are providing you herewith. After the hearing, please submit to me an itemized statement for your services at the address set forth below.

Enclosed are copies of the following relevant documents:

- (1)    Complaint and Affidavit for Claim and Delivery with Exhibits
- (2)    Fiat
- (3)    An Original Order for Possession and two (2) copies
- (4)    UCC- 3 Financing Statements

If you need any other documents such as Notice of Default and Right to Cure letters or Notice of Acceleration, please let me know and I will provide you with same.

<Name>  
<Date>  
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Again I appreciate you agreeing to assist us in this matter. I look forward to hearing from you regarding the outcome of the hearing. In the meantime, should you have any questions or if we can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

/  
Enclosures