

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.**
 In the Circuit Court of County,
 Cause No.

Dear :

Enclosed herewith please find a copy of the Construction Plans relating to Subdivision, Phases II and III.

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

Sincerely,

BY:

/
Enclosure