

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

Date

Name
Company
Address
City, State Zip Code

Re: v.
 Cause No ; In the Circuit Court of County,
Dear :

I received a copy of the Order granting our Motion for Leave to File a Separate Amended Complaint yesterday. Apparently, we prepared the Order and sent it to the court when we originally filed the motion. It appears that the court elected to enter the Order without conducting a hearing on the motion.

I would like to assure you that I did call your office after I received your message that you would not be able to attend the hearing and that you intended to file a Motion to Withdraw. I informed your secretary at that time that I had no objection to continuing the hearing to some date that was convenient to you and then called the court to tell them that we would not appear on the date scheduled. Since that time, I have not had any contact with the court regarding this matter and did not take any action to have the Order entered without your knowledge.

I hope this clears up any misunderstanding that might exist. Should you have any questions, please do not hesitate to call.

Sincerely,

by:

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