

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

D A T E

VIA FACSIMILE _____
ORIGINAL BY U.S. MAIL

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.
 Cause No.
 In the County Court of County,

Dear :

Pursuant to our telephone conversation of , I notified the County Court Administrator that you had agreed to a continuance of the above referenced matter until . Hopefully, we will be able to resolve this matter prior to that time.

I will contact you early next week to let you know where stands on obtaining financing and to discuss a resolution of this matter.

I appreciate your consideration and cooperation in this matter.

Sincerely,

By:

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