

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:

Dear :

Enclosed herewith please find a copy of the Crossclaim and Affirmative defenses of defendant.

Please file the original and return the stamped "Filed" copy to me in the enclosed envelope.

Sincerely,

BY:

/
Encl.