

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

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: v.

Dear :

I am in receipt of you letter dated and related documents with regard to the above referenced matter. I intend to file an Entry of Appearance on behalf of and will prepare an Answer to the Complaint within the next week or so. The only additional information which I believe I need at this time would be a copy of the Order abandoning the property and lifting the stay as to the mobile home. If you could locate a copy of this Order and forward it to me at your earliest convenience I would be most appreciative.

I appreciate you forwarding this matter to us. Should you ever have any questions or need to discuss this matter in any way, please do not hesitate to call.

Sincerely,

BY:

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