

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.**

Dear            :

Enclosed are the following which I have signed:

1.     Affidavit; and
2.     Motion for Default Entry.

Please enter the date of the Docket Entry of Default into the Motion for Default. Also upon filing, please send me a copy of all documents which were filed.

With kindest regards, I am

Sincerely,

BY:

/  
Enclosures