

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

Date

Name
Company
Address
City, State Zip Code

Re: vs.
County Court No.

Dear :

Enclosed herewith please find a copy of the Answer and Counterclaim filed by in the above referenced matter. The counterclaim essentially alleges that you were overpaid on certain jobs and seeks reimbursement.

We are in the process of obtaining a trial date, and I will notify you when this has been finalized. In the meantime, you need to continue to gather information regarding the job such as mechanical contractors, etc. Within the next week or so I will prepare some discovery request to obtain documents from . However, I would also like to be in a position to serve subpoenas on other people or entities which might have documents relative to the case.

Should you have any questions or if I can be of further assistance, please do not hesitate to call.

Sincerely,

BY:

/
Enclosure