

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

Date

Name
Company
Address
City, State Zip Code

Re:

Dear :

Enclosed herewith please find a copy of second Motion for Examination of Judgment-Debtor which the attorney for has filed in the above referenced matter.

At the present time I do not intend to take any action with regard to this matter. If you would like for me to take action or if I can be of assistance, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure