

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

Date

Name
Company
Address
City, State Zip Code

Re: **vs.**

Dear :

Enclosed is a letter, Petition and Citation which was served upon me by U. S. Mail this date. You have only 30 days in which to answer this Petition. After you have reviewed this Petition, please give me a call so that we can discuss this.

Sincerely,

BY:

/
Enclosures