

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

Date

Name
Company
Address
City, State Zip Code

Re: v. Ann
Case No.

Dear :

As I told your office on Monday, and you yesterday, I represent . It is my understanding that you agreed with , 's son, to grant her an extension of time until in which to file a responsive pleading to 's Petition for Legal Separation. I contacted you for the purpose of determining whether this matter could be resolved without the necessity of filing a responsive pleading, or if we are unable to reach an agreement, to grant me an additional two weeks of time in which to locate counsel to represent .

Unfortunately, it appears that your busy schedule has prevented us from being able to discuss this case or your position on an extension of time. Due to the short time frame under which I am working, I would be most appreciative if you would give this matter some consideration, and either you, or someone in your office call me before the end of today with at least a response to my request for some additional time. Should you be agreeable to the extension, I would hope that during this additional time, you and I would be able to talk in detail regarding the possibility of an amicable resolution to this matter.

I look forward to hearing from you today.

Sincerely,

BY:

/
cc: