

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y, S T A T E Z I P C O D E

Re:  
Account No.

Dear :

Enclosed herewith please find a copy of an Order setting the hearing on 's Complaint for Claim and Delivery for . I am attempting to contact the Circuit Court Judge to see if we can get an earlier hearing date. Once I have consulted with the Judge regarding said date, I will provide you with his response.

In the meantime, should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:

Enclosure