

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: vs.
 Cause No. , In the Circuit Court of County,

Dear :

Enclosed herewith please find the original and one copy of 's Motion to Strike Plaintiff's Amended Complaint and Second Amended Complaint, or, Alternatively, For Dismissal for Failure to State a Claim regarding the above captioned matter. Please file same and return a stamped "filed" copy in the enclosed self addressed stamped envelope.

Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to call.

Sincerely,

By:

/
Enclosure

cc: .