

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:                    v.  
      Civil Action No.            ;  
      United States District Court for the  
      District of            ,            Division

Dear            :

Enclosed for filing are the original and one copy of            Answer and Affirmative  
Defenses to Defendant            Crossclaim.

Please file the original and return the stamped "Filed" copies to me in the self-addressed,  
stamped envelope.

Thank you for your assistance in this matter.

Sincerely,

BY:

/  
Enclosures  
pc: