

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 County Court of the First Judicial District
 Of County,

Dear :

Enclosed herewith please find the originals and copies of two executed Summonses regarding the above captioned matter. Please file same and return a stamped "filed" copy of each to the undersigned counsel in the enclosed self addressed stamped envelope.

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

Sincerely,

By:

/
Enclosures