

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re:                   d/b/a                   ,  
                  Circuit Court of                   County, S T A T E

Dear           :

Regarding the above captioned matter please find enclosed herewith for filing the original and two copies of the Default Judgment signed by Judge           .

Please return a stamped "filed" copy to the undersigned in the enclosed self addressed stamped envelope.

Sincerely,

By:

                  :  
Encl.