

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 herewith please find our firm check in the amount of \$ for filing fee of Motion for Admission of , Pro Hac Vice which was filed with your court on . This check was not included at the time of filing.

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

Sincerely,

By:

/
Enclosure