

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 the original and one (1) copy of the following:

1.            's Motion to Dismiss for Lack of Jurisdiction, or in the Alternative, For Change of Venue; and
2. Motion for Admission of            , Pro Hac Vice.

Please file same and return the stamped "filed" copies 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: