

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: vs.
 In the Circuit Court of County,

Dear :

Enclosed herewith please find the original and one copy of the Motion for Extension of Time regarding the above captioned matter. Please file same and return a stamped "filed" copy 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:

/
Enclosure
cc: