

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  
      vs.       ; Cause No.  
      Circuit Court of       County,

Dear       :

Regarding the above captioned matter please find enclosed herewith for filing the original and two copies of the Request for Default Judgment with Supporting Affidavit.

Based on the information contained in the affidavit, we feel we are entitled to a Default Judgment and would appreciate your entering same and returning copies of the enclosed documents stamped "filed" to the undersigned in the envelope provided.

I will look forward to receiving these. If we need to do anything further, please let me know.

Sincerely,

By:

:  
Encl.