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.
Cause No. ; County Court of County,

Dear :

Regarding the above captioned matter please find enclosed herewith for filing the original and two copies of the Plaintiff's Motion to Continue This Action as a Pending Case signed.

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

Sincerely,

By:

:
Encl.
cc: