

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.

Dear       :

Enclosed herewith please find the original and one copy the Order Granting Directed Verdict which has been signed by           regarding the above captioned matter. Please file same and return a stamped "filed" copy of each 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