

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.
 In the Circuit Court of the First Judicial District
 Of County,

Dear :

Enclosed herewith please find the following documents regarding the above styled and numbered cause.

1. Original and one copy of the Complaint to be filed;
2. Our check in the amount of \$ for the filing fees;
3. Original and one copy of three Summonses which we request you issue and return to the undersigned counsel for service of process.

Please return a copy of the stamped "filed" Complaint and the issued Summonses 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