

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.  
                        Civil Action No.  
                        County Court of            County,

Dear            :

Please find enclosed for filing the Plaintiff's Motion for Additur or New Trial and Prejudgment Interest regarding the above styled and numbered cause.

Please file the original and return a "filed" stamped copy to the undersigned counsel of record.

With kind regards, I remain

Yours very truly,

BY:

:

Encl.

cc: