

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.
 Civil Action No.
 Circuit Court of County,

Dear :

Please find enclosed for filing the Plaintiffs' Notice of Trial 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: