

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 :

Enclosed herewith for filing please find Plaintiff's Response to Defendant's Motion for Attorneys Fees regarding the above styled and numbered cause.

Please file the original and return a "filed" stamped copy to the undersigned counsel of record. By copy of this letter I am providing a copy of the Response to , the attorney for Defendant.

If you have any questions, please do not hesitate to call.

With kind regards, I remain

Yours very truly,

BY:

 :
Encl.
cc: