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.

Dear :

Enclosed please find a copy of the Complaint which we filed this date in the County Court.

We also still have your file with the original Subcontract Agreement and correspondence to . Please call our office at your convenience and let us know if you would like to pick up the file or have us mail it to you.

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

Sincerely yours,

By:

:
Enclosure