

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re: **vs.** ,
 an individual, , **an**
 individual, and , **Ltd., a**
 corporation

Dear :

Enclosed herewith please find a copy of the Order denying 's Motion to Dismiss. I appreciate your assistance in arguing this motion.

Once we have prepared a draft answer, I will forward it for your review.

Sincerely,

BY:

/
Enclosure