

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

D A T E

United States Bankruptcy Clerk
Attention:
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: N A M E
Bankruptcy No.

Dear N A M E:

Enclosed please find one original and one copy of the Agreed Order in the above-entitled cause of action. Please present to Judge N A M E for his/her signature and file accordingly.

Please return to me a stamped "filed" copy in the enclosed self-addressed, stamped envelope.

If you have any questions or comments, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely yours,

N A M E

Enclosures