

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.
 Chancery Court of Judicial
 District of County

Dear :

Enclosed please find the original and three copies of the Complaint to Reform Deed of Trust in the above-entitled cause of action and Summons to be issued to the two Defendants in this cause of action. Please file same in the customary manner, send two copies stamped "Filed" with the executed summons included herein to the N A M E County Sheriff's Department along with the check made out to the N A M E's County Sheriff's Department, and return the remaining copy stamped "Filed" to my attention in the enclosed, postage prepaid, envelope.

Please call if you have any questions.

Sincerely,

N A M E

Enclosure