

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.
 Loan No.
 Circuit Court of County
 Motion to Transfer
 Cause No.

Dear N A M E:

Enclosed please find a proposed Amended Complaint in the above-entitled cause of action which was filed by N A M E and N A M E. As you can tell by the Amended Complaint, they are requesting a substantial amount of money, which should include the involvement of an insurance carrier. If you do have such insurance coverage, you need to put them on notice to this particular claim.

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

Sincerely,

:
Enclosure