

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: **Name v. NAME**

Dear Sir or Madam:

Enclosed please find an original and a copy of an appearance form on behalf of NAME in the above-entitled cause of action. Please file the original and return the copy stamped "Filed" to my attention in the enclosed self-addressed stamped envelope.

Please call if you have any questions.

Sincerely,

By:

:
Enclosures
cc: