

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: City of v. NAME
Petition for Preliminary Injunction
Chancery Court of NAME County, STATE
Cause No.

Dear NAME:

Enclosed please find a Notice of Hearing in the above-entitled cause of action.

Sincerely,

NAME

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