

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: City of N A M E v. N A M E

Dear N A M E:

This is to notify you that the above-entitled cause of action has been set for hearing on
D A T E , at TIME in the N A M E County Courthouse, CITY, STATE.

If you have any questions, please call.

Sincerely,

N A M E