

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: *NAME* v *NAME*.; In the US District Court for the District of
STATE, Division;

Dear Sir or Madam:

Enclosed please find an original and one (1) copy of the Defendant's Notice of Removal which is presented for filing in the customary manner. Please stamp the copy "Filed" and return same to my attention in the enclosed, postage prepaid return envelope. Also enclosed is this firm's check in the amount of \$ representing the filing fee, along with the required civil cover sheet. Please call if you have any questions.

Sincerely,

N A M E

N A M E

/
Enclosure

cc: N A M E
Circuit Clerk of N A M E County
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