

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: N A M E vs. N A M E

Dear Clerk:

Enclosed for filing in the above reference case are the following:

1. Original and one copy of the **Complaint** along with the Civil Cover Sheet and our check in the amount of \$. Please stamp the copy "Filed" and return to our office. The remaining two copies are to be served upon the defendants.
2. Original and one copy of a **Summons** to the defendant. Please issue and forward the original and one copy with attached complaints of each to the Sheriff of County for service. Please return the remaining issued copies to the undersigned.
3. Our check in the amount of \$ made payable to the Co. Sheriff's Office for the Process Service fee.

Also enclosed is our return envelope with enough postage for the documents to be returned to our office. Should you have any questions, do not hesitate to call.

Sincerely,

N A M E

By: _____
N A M E

/
Enclosures