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 N A M E:

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

  1. Application to Clerk for Entry of Default with Supporting Affidavit.

  2. Clerk's Docket Entry of Default

  3. Motion for Entry of Default Judgment

  Please file the original of the Application with Supporting Affidavit and the Motion for Entry of Default Judgment and return a stamped "Filed" copy of each to the undersigned in the enclosed envelope. Should Application and Affidavit be acceptable please execute the Clerk's Entry of Default.

  Please forward a copy of the "Filed" entry for my file. Thank you in advance for your time and assistance.

      Sincerely,

      By:_____
       N A M E

 /
Enclosures