

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 **Final Judgment**. Please stamp the copy "Filed" and return to our office.
2. Original and two copies of a **Writ of Possession**. . Please issue and forward the original and copies to the Sheriff of _____ County so that we may coordinate a lock out.

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