

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:
VS.

Case No.

Dear Sir:

We have enclosed a summons for N A M E and our check in the amount of \$ to the Sheriff of County.

Should you have any questions, please do not hesitate to call our office at .

Sincerely,

:
Enclosure