

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

ENCLOSED PLEASE FIND:

- | | | |
|---|--|--|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Interrogatories | <input type="checkbox"/> Deed, D/T or Lien |
| <input type="checkbox"/> Petition | <input type="checkbox"/> Request for Admissions | <input type="checkbox"/> Articles of Incorporation |
| <input type="checkbox"/> Summons | <input type="checkbox"/> Request for Production | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Subpoena | <input type="checkbox"/> Discovery Combination | <input type="checkbox"/> Exhibits |
| <input type="checkbox"/> Filing Fee | <input type="checkbox"/> Notice to Take Deposition | <input type="checkbox"/> Documents |
| <input type="checkbox"/> Process Fee | <input type="checkbox"/> Response to Discovery | <input type="checkbox"/> Correspondence |
| <input type="checkbox"/> Answer | <input type="checkbox"/> Request/Relief from Stay | <input type="checkbox"/> Self-Addressed Envelope |
| <input type="checkbox"/> Motion | <input type="checkbox"/> Agreed Order | <input type="checkbox"/> _____ Original(s) |
| <input type="checkbox"/> Affidavit | <input type="checkbox"/> Notice of Hearing | <input type="checkbox"/> _____ Copies TO BE RETURNED |
| <input type="checkbox"/> Other Pleading _____ | | |
| <input type="checkbox"/> Other _____ | | |

PLEASE:

- | | | |
|--|--|--|
| <input type="checkbox"/> File | <input type="checkbox"/> Reply | <input type="checkbox"/> Issue Process |
| <input type="checkbox"/> Review | <input type="checkbox"/> Bill Filing Fee | <input type="checkbox"/> Record and Return |
| <input type="checkbox"/> For your file | <input type="checkbox"/> Sign & Return | <input type="checkbox"/> Serve |
| <input type="checkbox"/> Mark Copies
"Filed" & Return | <input type="checkbox"/> Other | |

Sincerely,

N A M E

Enclosure(s)