

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; County**  
**Circuit Court No.**

Dear N A M E:

Enclosed herewith please find for your file the following pleadings filed by N A M E in the above referenced matter:

1. Response of N A M E. to Plaintiff's Third Amended Request of Production of Documents;
2. Motion of N A M E. to Strike Plaintiff's Third Amended Complaint, together with a Notice of Hearing;
3. Motion to Compel, together with a Notice of Hearing; and
4. Notice of Hearing for N A M E's Motion for Summary Judgment, together with a Notice of Hearing.

In addition, please find a copy of the Plaintiff's Third Amended Complaint. As with the other Amended Complaints, the Plaintiff filed this without the consent of the parties or leave of Court. In response to the Third Amended Complaint, we have filed a Motion to Strike Third Amended Complaint or, in the Alternative to Dismiss for Failure to State a Claim and a Response to Plaintiff's Third Amended Request for Production of Documents which are essentially the same as our response to prior amendments.

Also, we have prepared a draft of a Motion for Summary Judgment and supporting Affidavit. It appears that the Plaintiff's attorney will not accept our offer of \$ to settle this matter. Therefore, we believe that the only alternative is to set the matter for hearing on our Summary Judgment and Motions to Dismiss and hopefully get the matter resolved. We are working in connection with the attorney for N A M E to try to bring this matter to a conclusion.

Please review our draft Motion for Summary Judgment and Supporting Affidavit, and if these meet with your approval contact me so that we can file these as soon as possible.

Sincerely,

N A M E

BY:

N A M E

:  
Enclosures