

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

**Re: In the Matter of the Conservatorship of
Name; Chancery Court
No.**

Dear Judge Name:

Enclosed herewith please find an Agreed Order Substituting Counsel in the above referenced matter. If the order meets with your approval, I would be most appreciative if you would enter the Order and have the Clerk return two attested copies to me in the enclosed envelope.

Thank you in advance for your consideration.

Sincerely,

Name

BY:

Name

/
pc: Name