

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code14

Re: Name vs. Name; **County Circuit**
Court No.

Dear Name:

We enclose the original and one copy of an Abstract Judgment Roll from the Circuit Court of Name County, State which reflects entry of Judgment in the Amount of \$ against the named Defendants in Civil Action No. in the Circuit Court of Name County, State. We will appreciate your enrolling this Abstract of Judgment in the Judgment Rolls of Name County, State. We are enclosing our check in the amount of \$ to cover the filing fee for the Abstract of Judgment.

Please stamp the copy "Filed" and return to me in the enclosed, self-addressed, stamped envelope.

Thank you for your assistance in this matter.

Sincerely,

Name

BY:

Name

:
Enclosures