

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: **Name**

Dear **Name**:

Enclosed herewith please find all the documents relative to the lawsuit which was instituted against **Name** by **Name** on Thursday, including a copy of the Temporary Restraining Order. As we discussed, I will be back in my office on Date and will contact you so that we can schedule a meeting to plan our strategies.

Should anything come up while I am gone, please do not hesitate to contact my partner, **Name**.

I look forward to seeing you when I return and hope you had an enjoyable vacation yourself.

Sincerely,

By:

:  
Enclosures  
cc: