

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 v. Name
County Chancery No.

Dear Name:

Enclosed herewith please find the original and one copy of the following Plaintiff's Motion to Continue this Action as a Pending Case.

Please file same and return the stamped "filed" copies to the undersigned counsel in the enclosed self addressed stamped envelope.

Should you have any questions, please do not hesitate to call. Thank you for your assistance in this regard.

Sincerely,

Name

by: Name

/
Enclosures