

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

VIA HAND DELIVERY

Re: Name vs. Name
United States District Court; District
Division; Cause No.

Dear :

Enclosed herewith please find the original and one copy of the Joint Motion for Entry of Second Amended Scheduling Order regarding the above captioned matter. Please file same and return a stamped "filed" copy 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

/
Enclosure
cc: Name