

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

**HAND DELIVERY**

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

Dear Name:

Enclosed herewith please find the original and one copy of the following:

1.       Name 's Response in Opposition to Motion for Partial Summary Judgment; and
2.       Plaintiff's Statement of Undisputed and Contested Facts.

Please file same and return the stamped "filed" copy via the office messenger.

Sincerely,

Name

By:

Name

/  
Enclosures  
cc: