

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

Dear Name:

Enclosed herewith please find the original and one copy of Plaintiff's Response in Opposition to Defendant's Motion to Extend Length of Memoranda.

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

Sincerely,

Name

By:
Name

/
Enclosures
cc: Name