

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

**HAND DELIVERY**

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

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

Dear Name:

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

1. Plaintiff's Motion for Leave to File a Supplemental Memorandum, and
2. Notice of Motion.

Please file same and return to me the stamped "filed" copy in the enclosed, self-addressed, stamped envelope.

Sincerely,

Name

By:  
Name

/  
Enclosures  
cc: Name