

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: **vs.**

Dear Name:

Please be advised that the Court has given us a definite trial date of Date. We anticipate that the trial will take 4 or 5 days. Also, the Court has scheduled the Pretrial Conference for Date beginning at Time.

If possible, we would like for you to make arrangements to be at the Pretrial, and you may want to inform your employer that you will need to be off the entire week of Date.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Name

BY:

Name

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