

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

Date

**VIA FACSIMILE:** \_\_\_\_\_

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

**Re: Name vs. Name; U. S. District  
Court Civil Action No.**

Dear Name:

Enclosed for your review is an Order Granting Additional Time as we previously discussed. If the Order meets with your approval, please let me know as soon as possible and I will have it entered with the Court.

If you have any questions, please advise. With kindest regards, I am

Sincerely yours,

Name

:  
Enclosure