

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

<date>

<Name>  
<address>  
<address>  
<address>

**Re:** \_\_\_\_\_

Dear <Name>:

Enclosed herewith please find a Clerk's Motion to Dismiss for Want of Prosecution. Because we have not taken any action in this case during the last year, the Clerk will dismiss this suit on \_\_\_\_\_, 20\_\_\_\_. It is my understanding that you have reached an agreement with \_\_\_\_\_ regarding this property. If this is so, we may want to allow the Clerk to dismiss the case. However, if you have not reached an agreement with \_\_\_\_\_, then we need to preserve our rights and take action to prevent this case from being dismissed.

Please let me know how you want me to proceed.

Sincerely,

BY:

/  
Enclosure