

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

<date>

<Name>

County Circuit Clerk

<address>

<address>

Re: _____

Dear <Name>:

Enclosed please find the original and one copy of _____'s Motion to Quash and Objection to Subpoena Duces Tecum. Please file the original and return a stamped "filed" copy to me in the enclosed envelope.

Please contact me if you have any questions.

Sincerely,

Name

by:

cc: