

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

<date>

Honorable <Name>
United States District Court Judge
<address>
<address>

Re: _____
U. S. District Court Cause No. _____

Dear Judge <Name>:

Enclosed herewith please find the original and one copy of Defendants' Rebuttal Memorandum in Support of Defendants' Motion for Summary Judgment.

Thank you in advance for your consideration of this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

By:

/
Enclosures
cc: