

[Landlord Name or Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Clerk of the Court Name]  
[Name of Court]  
[Court Address]  
[City, State, Zip Code]

RE: Filing of Summons and Complaint for Eviction

Plaintiff: [Landlord Name]  
Defendant: [Tenant Name]  
Property Address: [Rental Property Address]

Dear Clerk of the Court,

Please find enclosed for filing the original and [Number] copies of the Summons and Complaint for Eviction regarding the above-referenced matter.

Also enclosed are the following documents:

- A copy of the written lease agreement;
- A copy of the [Number]-Day Notice to Quit/Vacate served on the tenant;
- Proof of Service for the Notice to Quit;
- A check in the amount of \$[Amount] for the required filing fees.

Please file-stamp the extra copies of these documents and return them to my office using the provided self-addressed, stamped envelope.

If there are any issues or if additional information is required, please contact me at [Phone Number].

Sincerely,

[Signature]  
[Printed Name]