

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Clerk of the Court

[Name of Court]

[Court Address]

[City, State, Zip Code]

RE: Filing Fee for [Case Name or Case Number]

Dear Clerk of the Court,

Enclosed please find a check in the amount of \$[Amount] for the processing of the filing fees associated with the following document(s):

- [Title of Document 1]
- [Title of Document 2]

Please apply this payment to the case referenced above. If there are any discrepancies or if additional funds are required, please contact our office immediately at [Phone Number].

Kindly return a file-stamped copy of the document(s) in the enclosed self-addressed stamped envelope.

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Printed Name]