

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Party Name/Address]

OR

[Clerk of the Court Name/Address]

Re: [Case Name]

Case Number: [Case Number]

Dear [Name],

I represent [Client Name] in the above-referenced matter.

As of the date of this letter, our records indicate that no formal Notice of Appearance has been filed on behalf of [Opposing Party Name]. Additionally, we have not received communication from legal counsel representing your interests in this litigation.

Please advise this office immediately if you have retained counsel. If you are represented, please provide your attorney's contact information so that we may direct all future correspondence and legal filings to their attention. If you intend to represent yourself, please confirm your current mailing address for the service of process.

We look forward to your prompt response to ensure this matter proceeds in accordance with court rules.

Sincerely,

[Your Signature]

[Your Printed Name]