

[Date]

[Petitioner Name]

[Petitioner Address]

[City, State, Zip Code]

RE: Notice of Initial Petition Filing

Dear [Petitioner Name],

This letter is to formally confirm that your petition regarding [Subject/Case Name] was officially filed with [Name of Court or Agency] on [Date of Filing].

Your filing has been assigned the following reference number:

- **Case/Reference Number:** [Insert Number]

The next step in this process will be [Brief Description of Next Step, e.g., Service of Process or Internal Review]. You will be notified of any scheduled hearings or required actions via mail or email.

Please keep a copy of this confirmation and your case number for your records. If you have any questions regarding this filing, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title/Organization Name]