

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Court Clerk's Name, if known]

[Name of Court]

[Civil Division/Execution Department]

[Address]

[City, State, Zip Code]

**RE: Inquiry Regarding Status of Writ of Execution**

**Case Name:** [Plaintiff Name] v. [Defendant Name]

**Case Number:** [Enter Case Number]

**Date Filed:** [Enter Date Writ Application was Filed]

Dear Clerk of the Court,

I am writing to respectfully request a status update regarding the Writ of Execution filed in the above-referenced matter on [Date].

According to our records, the application and the required filing fee of \$[Amount] were submitted to your office on [Date]. As of today, we have not yet received the issued Writ or a notification regarding its status.

Could you please confirm if the Writ has been issued or if additional information is required from our office to complete the processing? I have enclosed a self-addressed stamped envelope for your convenience should you need to mail the issued documents.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]