

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Clerk of the Court Name]  
[Court Name]  
[Court Address]

**RE: Filing of Satisfaction of Judgment**

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

**Case Number:** [Insert Case Number]

Dear Clerk of the Court,

Please find enclosed the original Satisfaction of Judgment for filing in the above-referenced matter.

The judgment entered on [Date Judgment was Entered] in the amount of \$[Total Amount] has been paid in full. I am requesting that the court records be updated to reflect that this judgment has been fully satisfied.

I have enclosed a self-addressed, stamped envelope. Please return a conformed, file-stamped copy of the document to me for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Original Satisfaction of Judgment
- Self-addressed, stamped envelope