

[Date]

[Court/Agency Name]

[Attn: Clerk of Court / Filing Department]

[Address Line 1]

[Address Line 2]

RE: [Case Name or Client Matter]

Case Number: [Case Number, if available]

Dear Clerk,

Please find enclosed for filing the following document(s):

- [Name of Document to be Filed]

Also enclosed is a law firm check (Check No. [Number]) in the amount of \$[Amount] to cover the required filing fees.

Please file the enclosed and return a file-stamped copy to our office in the self-addressed, stamped envelope provided.

Should you have any questions regarding this filing, please contact our office at [Phone Number].

Sincerely,

[Your Name]

[Law Firm Name]

Enclosures: As stated