

[Current Date]

[Recipient Name or Department]

[Recipient Address]

[City, State, Zip Code]

RE: Instructions for Return of Stamped Copies

To Whom It May Concern,

Please find enclosed the original document(s) and [Number] additional copies for filing/processing regarding [Reference Subject or Case Number].

We kindly request that you perform the following:

- File or process the enclosed documents as required.
- Apply a "Received" or "File-Stamped" mark to the extra copies provided.
- Return the stamped copies to our office using the method indicated below.

To facilitate the return of these documents, we have enclosed a self-addressed, stamped envelope (SASE) for your convenience.

If there are any issues or if additional fees are required, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]

Enclosures: [List of documents enclosed]