

<div>
 <p>Sincerely,</p>
 <p>[Law Firm Name]</p>

 <p>_____</p>
 <p>[Attorney Name, Esq.]</p>
 <p>[Title/Partner Status]</p>

 <p>State Bar No: [License Number]</p>
 <p>Email: [Email Address]</p>
 <p>Direct Dial: [Phone Number]</p>

 <p>CC: [Name of Parties Copied]</p>
 <p>Enc: [List of Enclosures]</p>
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