

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Opposing Counsel Name/Pro Se Party Name]

[Opposing Address]

[City, State, Zip Code]

Re: [Case Name]

Case Number: [Case Number]

Dear [Opposing Counsel Name/Party Name],

Please find enclosed a copy of the Defendant's Notice of Motion and Motion to Strike Pleadings, along with the supporting Memorandum of Points and Authorities, filed with the [Name of Court] on [Date].

The Motion is scheduled for a hearing on [Date] at [Time], or as soon thereafter as the matter may be heard, in Department/Room [Number] of the above-referenced court located at [Court Address].

This motion is brought pursuant to [State Specific Statute or Rule of Civil Procedure] on the grounds that the [Complaint/Answer/Specific Paragraphs] are [irrelevant, redundant, immaterial, or scandalous].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: Notice of Motion to Strike; Memorandum of Points and Authorities; Proof of Service.