

DATE: _____

RE: _____

Dear _____:

I hope you will excuse the informality of this letter. By the use of forms such as this, our office hopes to handle your case in a more efficient and expeditious manner. If, at any time, you have any questions about your case or any other legal matter, please do not hesitate to give me a call. **IN THE MEANTIME, IF YOU CHANGE YOUR TELEPHONE NUMBER OR ADDRESS, IT IS IMPERATIVE THAT YOU KEEP OUR OFFICE ADVISED!**

Please find enclosed a copy of a pleading that has been filed in this cause. I believe that you will find this self-explanatory, and it **REQUIRES NO ACTION ON YOUR PART**, but if you have any questions about it, please let me know.

Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this letter is self-explanatory and **REQUIRES NO ACTION ON YOUR PART** at this time, but if you wish to discuss it with me, please give me a call.

Please find enclosed with this correspondence a copy of a letter or other documents received by this office regarding your case. I believe that this document requires action and would appreciate it if you would **CONTACT ME AS SOON AS POSSIBLE**.

Please find enclosed with this letter a document relating to your case that you should review carefully. Please sign where indicated and **RETURN TO THIS OFFICE** in the enclosed envelope **AS SOON AS POSSIBLE**.

There have been new developments in your case that I believe that we need to discuss. Please give the office a call and make an appointment to see me at the earliest possible date. **THIS IS VERY IMPORTANT — DO NOT DELAY!**

Please find enclosed an Order that I have drafted pursuant to our agreement or pursuant to the instructions of the Court. **PLEASE SIGN THE ORDER AND RETURN IT TO ME** in the enclosed envelope for entry in the cause. I will send you an attested copy.

A hearing relating to your case has been set for _____ (time)
at _____ (location).

- YOU MUST ATTEND THIS HEARING.** Please govern yourself accordingly.
- YOU DO NOT NEED TO ATTEND THIS HEARING.**

Yours very truly,