

[Date]

VIA E-MAIL ATTACHMENT, REGULAR MAIL AND CERTIFIED MAIL

Court

Address

City, State, Zip

RE: *Daisy Duck. v. Acme Acres, Inc.*
Magistrate Court of Looney Tunes County, Case No. 2443DUCK139

Dear Sir or Madam:

Attached please find [Plaintiff/Defendant's], [Name of Pleading]to be filed in the above-styled action. Should you ever have any questions or comments regarding this matter, please feel free to contact me at your convenience.

Cordially,
Business Name

e-signature

Names
For the Firm

Enclosures