

# Default Judgment Explanation

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explain the default judgment entered against me on [insert date of judgment]. This judgment was issued in the case of [insert case name and number], in which you are the plaintiff.

Due to [briefly explain the reason for default, e.g., failure to respond to the complaint, lack of knowledge of the proceeding, etc.], I was unable to appear in court or respond to the complaint in a timely manner. I understand that this has resulted in a default judgment against me, which I take very seriously.

I am currently seeking legal advice and options to address this matter, including the possibility of appealing the judgment or negotiating a settlement. I would greatly appreciate any information you can provide regarding potential next steps.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]