

# Civil Court Action Submission

Date: [Insert Date]

To: [Insert Court Name]

Address: [Insert Court Address]

## Re: Submission of Civil Action

Dear [Insert Recipient's Name],

I am writing to formally submit a civil action regarding [briefly describe the nature of the action, e.g., breach of contract, personal injury, etc.]. The details of the submission are as follows:

### Case Details:

- **Case Title:** [Insert Case Title]
- **Case Number:** [Insert Case Number]
- **Filing Party:** [Insert Your Name]
- **Defendant:** [Insert Defendant's Name]
- **Date of Incident:** [Insert Date of Incident]

### Submission Documents:

1. [Document 1 Title]
2. [Document 2 Title]
3. [Document 3 Title]

Please let me know if any additional information or further documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]