

Letter Template for Civil Litigation Form Submission

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Recipient Organization]

[Insert Recipient Address]

Dear [Insert Recipient Name],

Subject: Submission of Civil Litigation Forms

I hope this letter finds you well. Please find enclosed the necessary forms related to the civil litigation case numbered [Insert Case Number] for your review and processing.

Included documents:

- Form A - Complaint
- Form B - Summons
- Form C - Statement of Claim
- Form D - Affidavit of Service

These documents are submitted in accordance with [Insert Applicable Laws or Guidelines]. Please confirm receipt of this submission and advise if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]