

Template for Writing to a Court Clerk

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

[Date]

[Court Clerk's Name]
[Court's Name]
[Court's Address]
[City, State, Zip Code]

Dear [Court Clerk's Name],

I am writing to file an answer in response to the complaint labeled with Case Number [Case Number], to which I am a defendant. Enclosed with this letter are my formal answer to the complaint and copies of [any other relevant documents].

Please confirm receipt of these documents and advise if any further information is required.

Thank you for your assistance and attention to this matter.

Sincerely,

[Your Name]