

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

Clerk of Court

[Name of Court]

[Court Address]

[City, State, Zip Code]

Re: [Case Name or Case Number]

Dear Clerk of Court,

I am writing to submit [briefly state the purpose of the submission, e.g., a motion, evidence, etc.] in the above-referenced case.

Enclosed are the documents required for [specify the purpose, e.g., the motion to dismiss, evidence to support a claim, etc.]. I respectfully request that these documents be filed with the court and made part of the official record.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me at the information provided above.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]