\_\_\_\_\_, \_\_\_\_\_\_\_\_

                                                                                                \_\_\_\_\_\_\_\_\_

                                                                                                EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_

                                                                                                DIRECT: \_\_\_\_\_\_\_\_\_\_\_

                                                                                                FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ County Clerk of Court

Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_

Post Office Box \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_, North Carolina 28026-0070

RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Clerk:

Enclosed please find an original and three copies of the Summons and Complaint and a check in the amount of $\_\_\_\_\_\_\_ for filing fees.  Please file the original and return the copies file-stamped to our office in the self-addressed stamped envelope.

If you have any questions or need additional information, please do not hesitate to contact me.  Thank you in advance for your assistance in this matter.

Very Truly Yours,

\_\_\_\_\_\_\_

Enclosures