

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

To: Clerk of the Court
[Name of Court]
[Court Address]
[City, State, Zip Code]

RE: Remittance of Funds

Case Name: [Plaintiff Name] vs. [Defendant Name]
Case Number: [Insert Case Number]

Dear Clerk of the Court,

Please find enclosed a [Check/Money Order] in the amount of \$[Amount] representing funds executed in connection with the above-referenced matter.

These funds were collected pursuant to a [Writ of Execution/Garnishment Order] issued on [Date] against [Judgment Debtor Name].

Kindly deposit these funds into the court registry and apply them to the specified case account. Please provide a file-stamped copy of this letter or a receipt of payment to the undersigned for our records.

Should you have any questions or require further documentation, please contact my office at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Bar Number]

Enclosure: [Check Number/Payment Reference]