

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

[Date]

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

RE: Filing of Unlawful Detainer Complaint

To the Clerk of the Court:

Enclosed for filing please find the original and [Number] copies of the following documents regarding an Unlawful Detainer action:

- Summons - Unlawful Detainer
- Complaint for Unlawful Detainer
- Civil Case Cover Sheet
- Copy of the Notice to Quit/Vacate (and Proof of Service)
- Copy of the Written Lease Agreement (if applicable)
- [List any additional local required forms]

Also enclosed is a check in the amount of \$[Amount] for the required filing fees. Please file these documents and return the conformed copies to me in the enclosed self-addressed, stamped envelope.

Should you have any questions or require additional information, please contact me at [Phone Number].

Sincerely,

[Signature]
[Printed Name]