Date

Dear Sir/Madam, Re: Account Number

This is to remind you that I have already filed a case against you on .

The case number is . I am enclosing a copy of the summons and complaint I filed on .

You are required by state law to respond to the complaint within [state time period according to state law]. If your legal representative contacts me before at , and you agree to the terms mentioned above, you will not have to appear in court.

Sincerely,

Your Signature