

SAMPLE COVER LETTER FOR CLERK

Date

Clerk, Juvenile Division

_____ County Superior Court

Address

City, State/Province Postal Code

Dear Juvenile Clerk,

Enclosed please find the original and requisite copies of JV form/s # _____. Please file the original and return a file-stamped copy to me in the enclosed stamped, self-addressed envelope.

Sincerely,

Your Name Here

Your Address