

# COVER LETTER FOR CLERK SAMPLE

Date

Clerk, Juvenile Division

\_\_\_\_\_ County Superior Court,

Address

City, State/Province Postal Code

Dear Juvenile Clerk,

Enclosed is the original and requisite copies of JV form/s # \_\_\_\_\_. Please file and the original and return a copy to me in the enclosed stamped, addressed envelope.

Sincerely,

Your Name Here

Your Address