

_____, 20__

Attention: Human Resources

RE: _____ County File No.:

Dear Sir/Madam:

Please find enclosed an Employer Affidavit regarding the above referenced case.

Please be advised that you are to complete the Affidavit and forward the payroll information to _____ by _____. Should you fail to provide us with this information by the date listed above, a subpoena will be issued on your behalf, and you will have to appear and testify in court at the _____ County Courthouse, Court Room _____.

Thank you for your anticipated assistance in this matter. If you have any questions or need any information, please do not hesitate to call me directly at _____.

Sincerely,

Enclosure(s)