**DIVISION “C” TEMPLATE COVER LETTER – HEARING HELD**

The Honorable Elizabeth G. Rice

George Edgecomb Courthouse

800 E. Twiggs Street, Room 521

Tampa, FL 33602

Re: *INSERT CASE STYLE*

Case No.: *INSERT THIRTEENTH JUDICIAL CIRCUIT* ***COURT*** *CASE NUMBER*

Dear Judge Rice:

Enclosed for your consideration are the following:

1. Original *INSERT NAME OF PROPOSED* ***AGREED*** *ORDER/JUDGMENT/WRIT*.
2. Courtesy copies for conforming and stamped, pre-addressed envelopes for all parties or their counsel.

A copy of the proposed **agreed** order/judgment/writ has been provided to all other parties or their counsel, and all have agreed to the form and content of the proposed **agreed** order/judgment/writ or have voiced no objection to its entry.

If the proposed **agreed** order/judgment/writ meets with your approval, please sign the original and return conformed copies to all parties or their counsel in the stamped, pre-addressed envelopes provided.

If you have any questions or required revisions, please contact me directly at *INSERT ATTORNEY’S OR STAFF MEMBER’S* ***DIRECT TELEPHONE NUMBER***. Thank you for your attention to this matter.

 Sincerely,

*INSERT NAME OF ATTORNEY/STAFF MEMBER*