

Example of a Covering Letter

1. Your address

456 Main St.
Smalltown, NB
E3A 1Z1 ¹

2. The date (day, month and year)

June 1, 2009 ²

3. Address of the court office where you are sending the documents. See Section 15 for the addresses.

Office of the Administrator ³
Court of Queen's Bench, Family Division
Justice Building, Queen Street
P. O. Box 6000
Fredericton, NB
E3B 5H1

4. Your signature

5. Your name typed or clearly printed

Dear Sir or Madam:

You will find enclosed for filing purposes a Notice of Application and the attached documents.

Please return the documents to me at the above address.

Yours truly,

Mary Smith ⁴

Mary Smith ⁵

Enclosures