

Example 4: Covering Letter

456 Main St.
Hometown, NB
E3A 1Z1

June 30, 2005

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

Dear Sir or Madam:

You will find enclosed the following documents:

- Notice of Motion,
- [Financial Statement and income information, and](#)
- Affidavit with original order attached as Exhibit A.

Please file the documents and return my copy to me at the above address.

Yours truly,

Jane Doe

Jane Doe

Enclosures