

DATE

Clerk's Office
ADDRESS
CITY

Re:

To the Clerk:

Enclosed herein please find the following:

- An original and four/seven copies of a Notice of Petition and Petition for _____
- Copy of the required Notice to Respondent Tenant Exhibit 2b for outside of New York City in English;
- Copy of the required Notice to Respondent Tenant Exhibit 2b for outside of New York City in Spanish and;
- Company check in the amount of \$_____ made payable to _____ for filing fees.

I respectfully ask that you file the original Notice of Petition and Petition, assigning Petitioner the earliest available return date.

I have enclosed a self- addressed envelope for the return of the time-stamped copies of the copies provided, as well as a receipt for the filing fee.

Please do not hesitate to contact my administrative assistant Amanda at 585-238-3525 should you have any questions or require anything further. Thank you for your assistance in this matter.

Respectfully,
Boylan Code LLP

Jaime Michelle Cain, Esq.

JMC/alm
Enclosures