

[Your Letterhead]

[date]

Associate Division Clerk
Clerk of the Circuit Court
Boone County Courthouse
705 E. Walnut St.
Columbia, MO 65201

RE: Case name
Case No. _____

Dear Associate Division Clerk:

I am the manager for [name], the plaintiff in the above-referenced case. A judgment for possession was issued in this case on [date].

The plaintiff hereby requests that you issue to the Boone County Sheriff an execution for possession of the unit involved in this case, namely: [address of leased premises in question including apartment number if applicable].

Submitted with this letter is the execution fee of \$_____ [\$30 per defendant in the lawsuit].

I will coordinate the date and time of the eviction with the Sheriff's Department.

Sincerely yours,

Name

Attachment: Execution fee