

**CLERK OF THE SUPERIOR COURT  
MARICOPA COUNTY**

Downtown Justice Center  
620 West Jackson, Suite 3017  
Phoenix, Arizona 85003

602-37-CLERK (25375)  
Fax – 602-506-7684

November 30, 2018

Mr. Tom Jones  
1030 Las Vegas Blvd.  
Las Vegas, NV 12345

**This is a sample “gift return letter” that should be amended to fit the circumstances**

Dear Mr. Jones,

Thank you for taking the time to write to me and my supervisor, [supervisor’s name], expressing your appreciation for the outstanding service you received.

I appreciate your thoughtfulness in offering me [list the gift, such as, tickets to a concert or movie tickets]. Please accept my sincere gratitude for your kindness, although I must return the gift with this cover letter. Individual employees of the Clerk of the Superior Court are prohibited by Arizona law from accepting gifts or favors from the customers we serve. Gifts to a group of employees are also prohibited when they exceed a nominal value, or when it might reasonably appear to influence official behavior.

Again, thank you for recognizing the service you received. The mission of the Clerk’s Office is to provide all of our customers with the same high level of service.

Sincerely,

Jane Doe  
Civil Filing Clerk

cc: Jeff Fine, Clerk of the Superior Court  
Chris Kelly, Chief Deputy