

**Instruction: This is a model letter. Adapt to fit your facts and circumstances.**

<date>

**HAND DELIVERED**

<Name>

<Address>

<Address>

Attn: <Name>

Re: \_\_\_\_\_

Dear \_\_\_\_\_ :

Enclosed herewith please find the original Summons by Publication regarding the above referenced cause. Please print pursuant to the date specified by the clerk.

Should you have any questions, please do not hesitate to give me a call.

Sincerely,

By:

:  
Enclosure