

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

<date>

<Name>

<Address>

<Address>

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

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

Enclosed herewith please find the originals and one copy each of two Alias Summons issued by the Circuit Clerk of \_\_\_\_\_ County regarding the above styled cause. Please serve the two Summonses and return an executed copy of each to the undersigned counsel along with your statement for service of process.

Thank you for your assistance in this matter. Should you have any questions, please do not hesitate to call.

Sincerely,

By:

\_\_\_\_\_  
Enclosure