

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

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: _____

Dear _____ :

Enclosed herewith please find the original and one copy of an Alias Summons regarding the above styled cause. Also enclosed is our check in the amount of \$ _____ for your service of process fee.

Should your fee exceed \$ _____, please include a statement for the balance, along with the executed copies to the undersigned counsel in the enclosed self-addressed stamped envelope at your earliest convenience.

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

Sincerely,

By:

:
Enclosure