

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 _____ :

As we discussed in our telephone conversation of _____, enclosed herewith please find a copy of the Summons and Complaint which was served on me in the above referenced matter as Registered Agent for _____.

It is my understanding that you will handle this matter, and I do not need to take action regarding filing an answer or other responsive pleadings. If my understanding is incorrect, please let me know so that I can take appropriate action.

Sincerely,

By:

Enclosures