

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

Date

Name
Company
Address
City, State Zip Code

Re: vs. ;
 Chancery Court of County,
 Civil Action No.

Dear :

Enclosed herewith please find the following documents regarding the above styled and numbered cause.

1. Original and one copy of the Proof of Publication of Summons by Publication.

Please file the original and return the copy in the enclosed self-addressed stamped envelope. Should you have any questions, please do not hesitate to call. Thank you for your assistance in this regard.

Sincerely,

BY:

/
Enclosures