

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

Date

Name
Company
Address
City, State Zip Code

Re: vs.
Judicial District 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 Summons by Publication for Defendant, , and Affidavit of Counsel.

Please issue the Alias Summons for Publication and return the stamped "Filed: copies of the Affidavits 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