

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

Date

Name
Company
Address
City, State Zip Code

Re: vs.
 Case No.

Dear :

I am in receipt of your letter dated and the accompanying documents. I have discussed this matter with and she has informed me that in light of these actions by , she does not desire to retain me to represent her in this matter. As a result, I cannot accept service of process on behalf of .

However, I have agreed to give the names of several attorneys in Navajo County and I anticipate that she will retain one of these attorneys to represent her. Therefore, before going to the expense of serving , you may want to wait until she has obtained local counsel and discussed this matter with them. It is my understanding that is primarily concerned with the division of the community property and debts.

It was a pleasure to work with you on this matter and I regret that we were unable to reach an amicable resolution.

Sincerely,

BY:

/