

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: vs.
 Chancery Cause No.

Dear :

Enclosed herewith for filing please find the following documents regarding the above styled and numbered cause:

1. Original and one copy of a Summons with the Certified Mail Return Receipt attached as proof of service;
2. Original and one copy of the Proof of Publication for .

Please file the above referenced documents and return a stamped "filed" copy of each to the undersigned counsel in the enclosed self addressed stamped envelope.

With kind regards, I remain

Yours very truly,

:
Enclosures