

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.**

Dear :

Enclosed herewith please find the Acknowledgement of Receipt of Summons filed in the above referenced matter.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/
Enclosure