

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.
 Circuit Court of County,
 No.

Dear :

Enclosed please find a copy of a Summons and Amended Complaint which has been served on me as registered agent for the corporation. You must file a written response to the Amended Complaint within 30 days of .

As you know, I do not represent you in this matter and only received the Summons in my capacity as registered agent. If you so desire, you need to seek representation from another attorney.

Also, as I have repeatedly requested, please designate someone else as your registered agent as I do not desire to serve in such capacity.

Sincerely,

BY:

/
Enclosures