

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

Dear N A M E:

Enclosed herewith please find a copy of a Complaint which was served upon me on  
D A T E, as Registered Agent for the corporation. You will need to file an answer within thirty  
(30) days from D A T E.

Sincerely,

BY:

/  
Enclosures