

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: . v

County Court No.

Dear :

Enclosed herewith please find a copy of a Summons and Complaint in the above referenced matter which was delivered to my office. Apparently, was attempting to serve me as registered agent for the corporation. However, the Summons was not delivered to me personally, but was merely left on my secretary's desk. Accordingly, this may be ineffective service against the corporation.

Again, I renew my request that you someone else designated as registered agent for the corporation.

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

Sincerely,

BY:

/
Enclosure