

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: N A M E v. N A M E
Case No.

Dear N A M E:

Enclosed herewith please find the following documents regarding the above styled and numbered cause.

1. Original and one copy of the Summons by Publication for Defendant, N A M E, and Affidavit of Counsel.

Please issue the Summons by Publication and return the stamped "filed" copies of the Affidavits in the enclosed self addressed stamped envelope. Should you have any questions, please do not hesitate to call. Thank you for your assistance in this regard.

Sincerely,

N A M E

BY: _____
N A M E

Enclosure