

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: NAME, as Trustee vs. NAME; Civil Action No.

Dear :

Enclosed for filing in the above referenced case, please find the original and one (1) copy of a Motion to Extend Time for Service of Process. Please file the original of the Motion and return a stamped "Filed" copy of the same to the undersigned in the enclosed envelope. Thank you in advance for your time and assistance.

Sincerely,

By: _____

/
Enclosures