

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 vs. N A M E

Dear N A M E:

Enclosed please find a summons by publication for . Please start publication as soon as possible and send us a proof with date inserted.

Also, please bill us for the publication at our address listed below.

Should you need any additional information, do not hesitate to call us at .

Sincerely,

N A M E

:
Enclosure