

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 an original and a copy of an Affidavit on N A M E and one on  
N A M E.

Please file and return a stamped "filed" copy back to us in the enclosed envelope.

Enclosed please find three (3) Summons for Publication on N A M E, N A M E and  
N A M E. Please execute and forward to PUBLICATION for publication.

Should you have any questions, please do not hesitate to call our office at NUMBER.

Sincerely,

N A M E

:  
Enclosure

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DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: NAME  
vs.  
NAME

Dear NAME:

Enclosed please find three (3) Summons by Publication on NAME, NAME and NAME. 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,

NAME.

:  
Enclosure

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DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: NAME  
ADDRESS LINE  
CITY, STATE ZIP CODE

Dear NAME:

We have been unable to obtain process on the defendants. Therefore, we have restarted publication of the summons. After the thirty days period, we can file the Default Judgment. When the Default Judgment has been recorded, a foreclosure sale can be set.

We will keep you advised of our progress.

Sincerely,

NAME

:  
Enclosure

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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 Judge N A M E:

Enclosed please find drafts of Affidavits prepared after receipt of your letter. Please let me know if this form would be acceptable. I intend to republish the summons after an acceptable Affidavit is filed.

Thank you for your assistance.

With kindest regards, I am

Sincerely,

N A M E

:  
Enclosure

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DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re: NAME  
vs.  
NAME

Dear NAME:

Enclosed please find a certified copy of the Default Judgment on the above referenced matter which we would appreciate you recording. The filing fee in the amount of \$ is also enclosed. Please return the certified copy too this office.

If you have any questions, please call and ask for the foreclosure desk.

Thank you for your assistance.

Sincerely,

NAME

:  
Enclosures