

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name
County Chancery Court No.

Dear Name:

Pursuant to our telephone conversation, please find a Waiver of Process which we request that you have Name sign and return as soon as possible. Assuming the Waiver of Process meets with your approval, if it is more convenient, Name is welcome to come by my office and sign the Waiver of Process.

I appreciate your cooperation in assisting in this matter. Should you have any questions or need any assistance in this matter, please do not hesitate to contact me.

Sincerely,

Name

BY:
Name

/
Enclosure