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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
, Sheriff
County,
Address Line
City, State Zip Code

Re: ; Cause No.
Court of County,

Dear Sheriff:

Enclosed herewith please find the original and one copy of a Summons issued by the Clerk of County for service of process regarding the above captioned matter. Also enclosed is our check in the amount of $25.00 for your service of process fee.

Please serve the Summons and return the executed original to the undersigned for filing with the Clerk. A self addressed stamped envelope is enclosed for your convenience.

Thank you for your assistance in this matter. Should you have any question, please do not hesitate to call.

Sincerely,

By:

/
Enclosures