

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Firm/Company]
[Address]
[City, State, Zip Code]

RE: Notice of Completion of Service of Process

Case Name: [Case Name]
Case Number: [Court Case Number]
Recipient Served: [Name of Person/Entity Served]

Dear [Client Name],

Please be advised that the service of process for the above-referenced matter has been successfully completed. Below are the details regarding the service:

- **Date of Service:** [Date]
- **Time of Service:** [Time]
- **Location of Service:** [Full Address where service occurred]
- **Method of Service:** [Personal / Substituted / Corporate / Other]
- **Person Served:** [Name and physical description of individual who accepted documents]

The following documents were served: [List documents, e.g., Summons, Complaint, Subpoena].

The original Affidavit/Proof of Service [is attached to this letter / has been filed with the court / will be sent via mail].

An invoice for our services is enclosed. Please contact our office if you require any further assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Registration Number]