

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF SUMMONS AND COMPLAINT

Dear [Recipient Name],

Please be advised that a legal action has been initiated against you in the [Court Name, e.g., Superior Court of California], Case Number [Case Number].

Enclosed with this letter, you will find the following documents:

- Summons
- Complaint
- [List any other documents, e.g., Civil Case Cover Sheet]

The Complaint alleges that [Briefly state the nature of the claim, e.g., you have failed to pay outstanding invoices totaling \$5,000].

You are hereby notified that you must file a formal response to the Complaint with the court within [Number of Days, e.g., 30] days of receiving this notice. Failure to respond within the required timeframe may result in a default judgment being entered against you for the relief requested in the Complaint.

We strongly recommend that you seek legal counsel immediately to protect your rights and assist you in preparing a response.

If you wish to discuss a potential settlement or resolution to this matter before further legal costs are incurred, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title/Firm Name]