

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Process Server Name/Agency]

[Address Line 1]

[Address Line 2]

RE: Service of Subpoena - [Case Name/Case Number]

Dear [Process Server Name],

We are requesting your services to serve a legal subpoena upon the following individual/entity:

Witness/Entity Name: [Name]

Service Address: [Full Address]

Best Time for Service: [e.g., Morning/Business Hours]

Enclosed please find the following documents:

- Original Subpoena and one copy for service
- Check for witness fee in the amount of \$[Amount]
- Check for process serving fees in the amount of \$[Amount]

Special Instructions:

[Insert specific instructions, e.g., "Personal service only," "Substituted service allowed after 3 attempts," or "Rush service requested."]

Once service is completed, please provide a signed and notarized Affidavit of Service to our office at the address listed above. If you are unable to effectuate service after multiple attempts, please contact us immediately.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]