DATE: [Date]

TO:
[Process Server Name/Agency]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Service of Process
Case Name: [Plaintiff Name] v. [Defendant Name]
Case Number: [Court Case Number]
Court: [Name of Court]

To Whom It May Concern,

Enclosed please find the following documents to be served upon the defendant named below:

- Summons
- Complaint
- [List any other documents, e.g., Standing Order, ADR Notice]

ENTITY/PERSON TO BE SERVED:
[Name of Individual or Registered Agent]
[Address for Service]
[City, State, Zip Code]

SPECIAL INSTRUCTIONS:
[Insert physical description, best times to serve, or gate codes if applicable]

SERVICE REQUIREMENTS:

- Please perform Personal Service.
- If personal service is unsuccessful after [Number] attempts, please contact my office for further instructions regarding substitute service.
- Once service is complete, please execute the Proof of Service/Affidavit of Service and return the original to [my office / the court].

PAYMENT:
[Enclosed is a check for the service fee / Please invoice my office for the total amount].

Please confirm receipt of these documents and notify me via [phone/email] once service has been effected.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Law Firm Name, if applicable]
[Your Phone Number]
[Your Email Address]