Date: [Date]

To: [Name of Process Server/Agency]
Address: [Process Server Address]
Phone: [Process Server Phone Number]

RE: Service of Eviction Notice

Dear [Name of Contact Person],

Please find enclosed the following document(s) for immediate service:

- [Title of Document, e.g., 3-Day Notice to Quit / Notice to Vacate]

Subject Information:

- **Name of Tenant(s):** [Name of all adult occupants]
- **Service Address:** [Full Address including Apartment Number]
- **Description of Property:** [e.g., White house with green door]
- **Best Times for Service:** [e.g., Before 8:00 AM or after 6:00 PM]

Special Instructions:

[Insert specific instructions, e.g., "If personal service is not possible after three attempts, please post the notice prominently on the front door and mail via certified mail."]

Proof of Service:

Upon completion of service, please provide a signed and notarized Affidavit/Proof of Service to my office at the address listed below. If service cannot be completed by [Deadline Date], please notify me immediately.

Payment:

[e.g., Payment is enclosed / Please invoice my office / Payment has been made via portal].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Company Name, if applicable]
[Your Phone Number]
[Your Email Address]