DATE: [Insert Date]

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

RE: LETTER OF INSTRUCTION FOR SERVICE OF PROCESS

Case Name: [Lender/Plaintiff Name] vs. [Borrower/Defendant Name]
Court: [Insert Court Name]
Case Number: [Insert Case Number]
Property Address: [Insert Full Address of Foreclosure Property]

Dear [Name of Process Server],

Enclosed please find the following documents to be served in the above-referenced foreclosure action:

- Summons
- Verified Complaint for Foreclosure
- Notice of Lis Pendens
- [List any additional documents, e.g., Mandatory Mediation Notice]

PARTIES TO BE SERVED:

1. [Name of Defendant 1]
Address: [Primary Address for Service]

2. [Name of Defendant 2 / "Unknown Tenants"]
Address: [Property Address]

SPECIAL INSTRUCTIONS:

- **Service Type:** Please effectuate Personal Service. If Personal Service is not possible after [Number] attempts, please contact this office for further instructions regarding Substituted Service.
- **Attempts:** Please make attempts at different times of the day (morning, afternoon, and evening).
- **Description:** Provide a physical description of the individual served and note the date, time, and location of service.
- **Foreclosure Requirements:** Ensure all state-specific foreclosure notices are served concurrently with the Summons and Complaint.

AFFIDAVIT OF SERVICE:
Upon completion of service, please provide a notarized Affidavit of Service to our office via

[Email/Mail]. If you are unable to effectuate service, please provide a detailed Affidavit of Non-Service outlining the dates and times of all attempts.

INVOICING:
Please send your invoice for services rendered to [Billing Name/Department] at [Email Address].

Should you have any questions, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Name/Law Firm Name]
[Your Phone Number]
[Your Email Address]