DATE: [Date]

TO: [Name of Process Server/Agency]
ADDRESS: [Address of Process Server]
PHONE: [Phone Number]

RE: EXPEDITED SERVICE REQUEST
Case Name: [Plaintiff Name] v. [Defendant Name]
Case Number: [Court Case Number]
Court: [Name of Court]

To the Process Server:

Please find enclosed the following documents for **EXPEDITED** service:

- Original and [Number] copies of the Writ of Garnishment
- Garnishee Disclosure Form
- [Optional: Filing Fee/Check for Garnishee]

PERSON/ENTITY TO BE SERVED:
Garnishee Name: [Name of Bank or Employer]
Registered Agent (if applicable): [Name of Agent]
Service Address: [Physical Address for Service]

SPECIAL INSTRUCTIONS:
1. This is a time-sensitive Writ of Garnishment. Please effectuate service **immediately**.
2. If service cannot be completed at the address provided, please contact me at [Your Phone Number] immediately.
3. Upon completion, please provide the Affidavit/Proof of Service via email to [Your Email Address] and mail the original to the court.

PAYMENT:
[Select one: Payment is enclosed / Please invoice my firm / Payment has been made via online portal].

Thank you for your prompt attention to this matter.

Sincerely,

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