[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Process Server Name/Agency]
[Process Server Address]

RE: Service of Process for Small Claims Case

To [Contact Person Name or Process Server Name],

Please find enclosed the following documents to be served regarding a Small Claims Court matter:

- [Document Name, e.g., Plaintiff's Claim and Order to Go to Small Claims Court]
- [Additional Document Name, if applicable]

Case Information:

- **Court Name:** [Name of Court]
- **Case Number:** [Enter Case Number]
- **Hearing Date:** [Enter Date] at [Enter Time]

Party to be Served:

- **Name:** [Name of Defendant]
- **Primary Address:** [Home or Business Address]
- **Best Times for Service:** [e.g., Evenings after 6 PM or Weekends]
- **Physical Description:** [e.g., Height, weight, hair color, or vehicle description]

Special Instructions:

[Insert instructions, e.g., "Substitute service is permitted if personal service fails" or "Please call me once service is complete."]

Upon successful service, please complete the Proof of Service form and:

- [Option 1: Return the original Proof of Service to me at the address above.]
- [Option 2: File the original Proof of Service directly with the court and send me a copy.]

Payment of $[Amount] is enclosed/has been made via [Method].

Sincerely,

[Your Signature]
[Your Printed Name]