DATE: [Date]

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

RE: Letter of Instruction for Service of Process

Case Name: [Case Name, e.g., Smith v. Jones]
Court/Case Number: [Court Name and Case Number]

Dear Process Server,

Enclosed please find the following document(s) for formal service:

- Notice of Deposition
- Subpoena Duces Tecum (if applicable)
- Check for Witness Fees (if applicable)

Entity/Person to be Served:
[Name of Witness/Deponent]
[Home or Business Address]
[Suite/Apartment Number]
[City, State, Zip Code]

Special Instructions:

- **Type of Service:** [e.g., Personal Service Only / Substituted Service]
- **Deadline:** Service must be completed no later than [Date].
- **Description of Deponent:** [Provide physical description or photo if available].
- **Best Times to Serve:** [e.g., Early morning or after 6:00 PM].

Upon successful service, please provide a signed and notarized Affidavit of Service to our office via [Email/Mail]. If you are unable to effectuate service after three attempts, please contact our office immediately for further instructions.

Please send your invoice for services rendered to [Email Address/Billing Address].

Sincerely,

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