Date: [Date]

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

RE: INSTRUCTION TO SERVE NOTICE TO QUIT POSSESSION

Dear [Contact Name],

I am writing to instruct your services for the formal service of a Notice to Quit Possession regarding the property located at:

Property Address: [Full Address of the Property]

Documents Attached:
[Number] copies of the Notice to Quit Possession.

Party to be Served:
Name: [Tenant/Occupant Name]
Phone: [Tenant Phone Number, if known]
Description: [Physical description of individual if relevant]

Service Instructions:

- Please effect service as soon as possible.
- Service should be made via [Personal Service / Substituted Service / Posting on Property].
- Specific access instructions: [e.g., Gate code, best time of day, beware of dog].

Proof of Service:
Upon successful service, please provide a signed and notarized Affidavit of Service (or Proof of Service) to my office via [Email/Mail] at the following address: [Your Address/Email].

Payment:
Payment will be handled via [Credit Card / Check / Pre-arranged Account]. Please send the invoice to [Billing Email/Address].

If you have any questions or encounter any difficulties in effecting service, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]