

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Registered Agent Name/Company]
[Agent Address]
[City, State, Zip Code]

RE: Letter of Instruction Regarding Service of Process Forwarding Routing

To Whom It May Concern,

This letter serves as formal instruction regarding the handling and routing of all legal documents and Service of Process received by your office on behalf of [Your Company Name].

Effective immediately, please forward all legal notifications, summons, complaints, and related documents to the following primary contact:

Primary Contact:

Attention: [Name/Department]
Address: [Physical Address]
Email: [Email Address]
Phone: [Phone Number]

Preferred Delivery Method:

[Insert Method: e.g., Email PDF, Overnight Courier, or Certified Mail]

In the event that the primary contact is unavailable, please use the following secondary routing instructions:

Secondary Contact:

Attention: [Name/Department]
Email: [Email Address]

Please confirm receipt of these instructions and update your records accordingly. These instructions shall remain in effect until further written notice from an authorized representative of this company.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]