

Date: _____

To: _____
(Name of other party)

Address: _____
(Street Address/P.O. Box)

(City/State/ZIP code)

Greetings:

Enclosed please find a copy of a _____ for _____
and a Voluntary Appearance form. If you agree to accept service, please sign the
enclosed form, file it with the clerk of the court and send me a copy. You may
also return the signed Voluntary Appearance form to me so I can file it.

If I have not received a signed copy of the Voluntary Appearance form from you
within ten days I will proceed with formal service of process.

I appreciate your attention to this matter.

Sincerely,

(Your signature)

(Your full name)

(Your Street Address/P.O. Box)

(Your City/State/ZIP code)

Enc: _____ for _____
Voluntary Appearance form