

LETTERHEAD

Addressee

Re: Cause No. \_\_\_\_\_; In the Matter of the Marriage of \_\_\_\_\_

Dear Mr/s \_\_\_\_\_:

I represent \_\_\_\_\_ in connection with a divorce proceeding that was filed with the district clerk of \_\_\_\_\_ County, Texas, on \_\_\_\_\_. I am enclosing a copy of the Original Petition for Divorce and the original and one copy of a Waiver of Service. The legal effect of the waiver should be discussed carefully with counsel of your own choosing.

If you are being represented by an attorney, you should deliver the copy of the petition and the waiver to your attorney so that your attorney can contact me directly.

If you are in agreement with this divorce, please take the waiver to a notary public to have it executed and return the executed waiver to my office.

If you do not file an answer to this lawsuit or sign and return this waiver to this office within fifteen days, I will have no alternative but to have the constable or sheriff serve you with process.

Yours truly,

\_\_\_\_\_ [attorney] \_\_\_\_\_

Enc.