**LAW FIRM**

123 MAIN STREET  
TOWN, CONNECTICUT 06000  
TELEPHONE: (203) 123-4567  
EMAIL: [LAWFIRM@LAWFIRM.COM](mailto:LAWFIRM@LAWFIRM.COM)

January 1, 2021

State Marshal Brian Mezick  
35 Elm Street  
New Haven, CT 06510  
  
RE: PLAINTIFF  
VS: DEFENDANT(S)

Dear Marshal:

Enclosed please find a Summons and Complaint to be served on:

Connecticut LLC  
 123 South Main Street  
 New Haven, CT 06512  
  
 AGENT FOR SERVICE: John Q. Lawyer, 987 Elm Street, New Haven CT 06512

John Smith  
 123 Residential Street  
 New Haven CT 06512

I have enclosed the CONCORD printout for the LLC from the CT SOS. Please complete service in accordance with the applicable CT Statute(s) and return the original writ with your marshal’s return of service to our office **no later than February 15, 2021.**

Very Truly Yours,

Paralegal

Enclosure(s): Original writ, 2 copies, concord printout