**LAW FIRM**

123 MAIN STREET
TOWN, CONNECTICUT 06000
TELEPHONE: (203) 123-4567
EMAIL: 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