Your Name

Address | Website | Telephone | Email

Date

Legal Professional

Title

Company

Street Address
City, ST ZIP Code

Dear Legal Professional:

My name is [your name] and I’m a local process server in [your city].

I understand that finding a good process server can be tough. Problems range from high staff turnover to downright lousy attitude and customer service.

Here’s what I offer:

A personal relationship: Your phone calls are answered or returned by me, not an answering service.

Accountability and trust: I’m responsible for every completed serve. Problems and concerns are handled directly, never passed off.

Friendly and efficient service: You relax. I handle the details. Simple online invoicing makes managing your bill a snap.

Contact me directly at XXX-XXX-XXXX to see if we’re a good fit.

Regards,

Your Name