|  |  |  |
| --- | --- | --- |
| Bluemoon Investigations 1-3 Craven Road Paddington London W2 3BP | Our ref: | 2216 |
| Your ref: |  |
| Date: | 31st May 2019 |

Tel: 0207 993 4080

Dear Sir/Madam,

I have been directed to serve you with the following documents [INSERT DOC NAMES].

I have already attended at your address without meeting with you.

I have to inform you that an agent will attend at the address, as below, on Thursday 6th June 2019 between 10am and 11am for the purpose of serving you personally with such documents.

Should the above appointment prove inconvenient, we will endeavour to attend any other reasonably convenient time and place you may suggest, and you can contact me on the number above to arrange this.

If you fail to keep the appointment or any other made in lieu thereof, application will be made to the Court for an Order of Alternative Service of the said documents, by way of letterbox service, or in any such manner as the Court may direct, and you may be liable for the costs of such application.  
  
Yours faithfully,

[Your Name]  
Process Server

To:  
[Name and Address of Subject]