

Sample Marshal's Letter

(Date)

(Marshal's Name)

(Address)

(City, State, Zip)

Dear Marshal:

Enclosed please find a *Motion for Contempt* and an *Order to Attend Hearing and Notice* to be served on

_____.

The best place to serve him/her is at his/her home address at _____
between the hours of _____ and _____ or at his/her place of employment, _____,
located at _____, between the hours of _____ and _____.

_____ is _____ years old, _____ tall, and

_____.

Please make your return of service to me and (check one)

___ bill me directly, or

___ submit to State of CT for payment in accordance with enclosed *Order to Waive Fees*.

Please file proof of service with this court at least six days before the hearing. Please call me if you have any questions. Thank you.

Sincerely,

(Your Name)

(Your Street Address)

(Your City, State, Zip)

(Your Telephone Number)