

Name _____
(Plaintiff's name and address)

Address _____

Date _____

(Name and address of State Motor Vehicle Commission or
Department where defendant last held a driver license)

(City) , (State) (Zip code)

RE: _____ Docket No. FM _____
(Caption/title of your case) (Docket number of complaint)

Dear Madam/Sir:

Please be advised that I have filed a complaint for _____ against
(Divorce/dissolution)
_____. I write to request that you provide me with any
(Defendant's name)
information concerning the address of _____. To the best of my
(Defendant's name)
knowledge, _____ holds a driver's license from the State of
(Defendant's name)
_____.
(State where defendant last held a driver's license)

The object of my inquiry is to give notice to _____
(Defendant's name)
of the fact that I have filed a complaint for _____ against _____
(Divorce/dissolution) (Him/her)
in order that _____ might appear or answer and defend this complaint.
(He/she)

Please provide me with any address that you may have for
_____. For your convenience, I am enclosing a stamped,
(Defendant's name)
self-addressed envelope. Thank you for your consideration of this request.

Very truly yours,

(Plaintiff's signature)