|  |  |
| --- | --- |
| **Our Ref:** | Phone:  Fax: |

**By Email:**

Dear Sir/Madam

**Divorce Application**

**Proceedings Name:**

**Proceedings No:**

I act for , who has instructed me to commence proceedings for a divorce.

I enclose by way of service the following:

1. Application for divorce filed on ;
2. Family Law Court brochure: *Marriage, Families and Separation;*
3. Acknowledgment of Service; and
4. Stamped addressed envelope.

The document titled Acknowledgment of Service simply confirms that you have received the above documents. Please complete and sign the Acknowledgment of Service and return it in the stamped addressed envelope provided within 14 days.

Please indicate on the Acknowledgment of Service the date on which you received these documents. Your cooperation in this matter is appreciated.

If you do not return the completed Acknowledgment of Service, I will engage a process server to serve you personally with the documents.

If you have spoken to a solicitor in relation to this matter, I suggest that you forward the documents to your solicitor with a request that he or she returns the Acknowledgment of Service to me.

Yours sincerely

**Solicitor**