

Date

Business Name  
Business Name  
Human Resources Department  
Address  
City/State/Zip

Dear Sir,

Our office has received legal documents for **Name on document** . Please provide the following information:

Work \_\_\_\_\_ Location

—

Shift \_\_\_\_\_ Hours

\_\_\_\_\_

Home \_\_\_\_\_ Address

—

Phone \_\_\_\_\_ number

—

Thank you for your assistance in this matter.

\_\_\_\_\_  
Officer name  
Title  
Name of your county County, Texas  
Fax Number # Area code & number

