

# YOUR LETTERHEAD

[Date]

[Name]

[Address]

[Address]

## **SUBJECT: REVOCATION OF PROCESS SERVER REGISTRATION**

You are hereby notified, pursuant to California Business and Professions Code section 22351.5(b), that after review by the presiding judge of the \_\_\_\_\_ Superior Court and in compliance with the attached Memorandum and notice of Revocation, your registration as a Process Server in the County of \_\_\_\_\_ is hereby **revoked** as of [date].

You are also directed to return your Process Server identification card within five (5) days of receipt of this notice. The card must be returned to the \_\_\_\_\_ County Clerk's office in person or via certified mail at the address listed below.

If you have any questions, please call me at 000-000-0000

Sincerely,

Name

Title