

(letterhead of Plaintiff's solicitors)

Court of Queen's Bench of Alberta
[address]

ATTENTION: Masters Chambers

Dear Sirs:

Re:*[Plaintiff] v. [Defendant]*

Action No. [no.]

Substitutional Ex Juris Service on [Defendant]

Please find enclosed an Ex-Parte Application for an order from a Master for substitutional ex juris service of the filed [Statement of Claim and Notice to Defendant/*other document(s)*]. Also enclosed is a draft copy of the Order together with the Affidavit of [Deponent], filed herein.