

**INSTRUCTIONS**

**AFFIDAVIT OF SERVICE BY MAIL**

**State of Texas**

**County of Tarrant**

**Name of  
Submitting  
Complainant**

\_\_\_\_\_, being first duly sworn on oath, deposes and states that he/she is at least eighteen (18) year of age and that on

**Date**

\_\_\_\_\_, 202\_\_, he/she served the attached Notice of Demand Letter by placing a true and correct copy thereof securely enclosed in an envelope addressed as follows:

**Check Writer  
Name and  
Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And deposited the same, postage prepaid, first class mail in the United States mail at:

**Post Office  
Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Must be  
Signed in  
Front of  
Notary Prior to  
Submission**

\_\_\_\_\_  
Affiant (Complainant Signature)

Subscribed and sworn before me, this the \_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**AFFIDAVIT OF SERVICE BY MAIL**

**State of Texas**

**County of Tarrant**

\_\_\_\_\_, being first duly sworn on oath, deposes and states that he/she is at least eighteen (18) year of age and that on \_\_\_\_\_, 202\_\_, he/she served the attached Notice of Demand Letter by placing a true and correct copy thereof securely enclosed in an envelope addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And deposited the same, postage prepaid, first class mail in the United States mail at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Affiant (Complainant Signature)

Subscribed and sworn before me, this the \_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_