

, LOUISIANA

TELEPHONE

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FAX ()

, 20

Attorney at Law

, LA

RE:

vs No.

Dear :

Pursuant to a recent telephone conversation between our secretaries, please advised that I am in receipt of your Interrogatories and Request for Production of Documents concerning the above-captioned matter. I apologize for the delay in answering said Interrogatories. As my office informed your secretary, I will forward my client=s answers to you as soon as possible. It is my understanding that you will not take any adverse action in this matter. If you are in agreement with this, please sign below where indicated and, thereafter, return this letter to me. If this is not your understanding, please contact me to further discuss this matter.

With kind regards and thanks for your professional courtesies and cooperation, I remain

Sincerely yours,
