

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<Name of Corporation>

<Address>

<Address>

Re: _____
Account No. _____

Dear _____ :

Enclosed herewith please find for your file a copy of the response of _____ to the Second Amended Request for Production of Documents filed by the Plaintiff _____.

If you have any questions or if I can be of further assistance, please do not hesitate to call.

Sincerely,

By:

/
Enclosures
cc: