

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

<date>

<Name>

<Address>

<Address>

<Address>

Re: _____

Dear _____ :

Enclosed herewith please find a stamped "filed" copy of the Joint Motion for Leave to Propound Additional Discovery. We have not yet received the Order from the Court, but as soon as we do, we will forward a copy to you.

Should you have any questions, please do not hesitate to call.

Sincerely,

by:

:
Enclosure