

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

<date>

VIA FACSIMILE

<Name>
<Address>
<Address>
<Address>

Re: _____

Dear _____ :

Enclosed herewith please find drafts of a Joint Motion for Additional Discovery and an Order approving same. Please review these at your earliest convenience and call me with any questions or comments. Once the pleadings are finalized, I will forward you the original for execution.

I look forward to hearing from you.

Sincerely,

by:

:
Enclosure