

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

DATE

NAME  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP CODE

**Re:** , vs.

Dear :

Please provide me with copies of the documents referenced in your letter of , along with any other documents that you have that were not attached to the Complaint.

I appreciate your courtesies in this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

:  
pc: