

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

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: vs.
 Civil Action No.
 In the County Court of County,

Dear :

Enclosed herewith please find the Answer and Affirmative Defense and Counterclaim which we filed in the above referenced matter. In addition, we also filed the enclosed First Interrogatories and First Set of Request for Production of Documents and Things to Plaintiff.

I agreed with of a trial setting for on . You need to put this date on your calendar so that you will be available to testify. In addition, I need you, and any other witnesses that we will present to be available on the afternoon of in order to prepare you for your testimony.

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

Sincerely,

By:

/
Enclosure