

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

DATE

NAME  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP CODE

**Re:**                    **v.**  
                          **Cause No.**  
                          **In the County Court of            County,**

Dear            :

As we discussed, enclosed please find the following:

1. Defendant's First Interrogatories to Plaintiff; and
2. Defendant's First Request for Production of Documents and Things to Plaintiff.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

:

Enclosures