

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.  
**County Circuit Court No.**

Dear :

Enclosed herewith please find copies of the documents which you requested (except for the construction plans) in connection with our production of documents on . I have attempted to contact and hope to have you a copy of the construction plans shortly.

Also, I will talk with my clients regarding the issue of producing all of the checks related to Phase 2 and 3. Once I have a response from them, I will contact you regarding same.

In the meantime, if you should you have any questions please do not hesitate to contact me.

Sincerely,

BY:

Enclosures  
pc: