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

D A T E

VIA FAX NO.

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 and ' Responses to First Set of Interrogatories. Also enclosed is ' Amended Responses to Plaintiffs' First Request for Production of Documents. It was necessary to amend the Responses to Plaintiffs' First Request for Production of Documents as a result of a mistake I made regarding the ownership of Subdivision. I was under the mistaken impression that Subdivision was owned jointly by the Pension Plan and the Profit Sharing Plan. However, my client has informed me and the deed confirms that Subdivision is owned solely by the Profit Sharing Plan. I apologize for this mistake and trust that it has not caused you any convenience.

The engineer delivered to me those documents from his file which are related to the curb and gutter work in Subdivision, Phases 2 and 3. Please let me know when you want to review the documents which we are producing.

Sincerely,

BY:

/
Enclosures
pc: