

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

VIA FAX & U. S. MAIL

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

Dear           :

Enclosed please find           ' Responses to           Request for Production of Documents. I have been able to gather most of the responsive documents, but the engineer has been in the process of moving and has not yet provided me with the relevant documents from his file. He has promised to provide them to me no later than D A T E. Please let me know whether Tuesday, Wednesday or Thursday of next week would be best for you to review these documents.

I have also prepared responses to           's First Set of Interrogatories. However,           has been out of town, and I have not been able to obtain his signature. I should be able to have them fully executed on Monday, and I will serve them at that time.

I hope that you enjoyed your vacation.

Sincerely,

BY:

/  
pc: