

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

Date

Name
Company
Address
City, State Zip Code

Re: **vs.**

Dear :

Enclosed is a copy of the following:

1. Defendant's First Set of Interrogatories Propounded to Plaintiff.
2. Defendant's First Request for Production of Documents.
3. Request for Admission of Facts from Plaintiff.

Please review this discovery and contact me so that we can go over it and prepare our answers.

Sincerely,

BY:

/
Enclosures