

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: vs.

Dear :

This letter is to confirm our telephone conversation wherein you graciously agreed to give me until to file responses to the discovery requests in the above referenced matter.

Should my understanding of our agreement be incorrect in any way, please let me know immediately so that I can take appropriate action. Again, I appreciate your courtesies in this matter.

Sincerely,

BY:

cc: :