

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 herewith please find the Answer and Counter-claim filed by in the above referenced matter. Please contact me after you have had an opportunity to review the answer and counter-claim so that we can discuss what discovery measures you would like to take prior to setting this matter for trial.

I look forward to hearing from you soon.

Sincerely,

BY:

/
Enclosure