

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name vs. Name
Civil Action No.

Dear Name:

Enclosed herewith please find for filing the original and two (2) copies of Plaintiff's Amended Designation of Experts. Please file same and return the stamped "filed" copies in the enclosed self addressed stamped envelope.

Thank you for your assistance in this matter. Should you any questions, please do not hesitate to contact me.

Sincerely,

Name

by:

Name

/ Name
Enclosures
cc: Name