

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
United States District Court; District
Name Division; Cause No.

Dear Name:

Enclosed herewith please find the originals and copies of the following documents regarding the above captioned matter. Please file same and return the stamped "filed" copies in the enclosed self addressed stamped envelope.

1. Plaintiff's Notice of Deposition Pursuant to Rule ;
2. Plaintiff's Notice of Deposition *Duces Tecum* of ;
3. Plaintiff's Notice to Take Deposition of ; and
4. Plaintiff's Notice to Take Deposition of Name.

Should you have any questions, please do not hesitate to call. Thank you for your assistance in this regard.

Sincerely,

Name

By:
Name

/
Enclosure
cc: Name.