

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  
Division; Cause No.

Dear Name:

Enclosed herewith please find the original and one copy of Notice of Receipt of Original of Deposition.

Please file same and return the stamped "filed" copy in the enclosed self addressed stamped envelope.

Sincerely,

Name

By:  
Name

/  
Enclosures  
cc: Name