

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:                   vs.  
          United States District Court;       District  
          Division; Cause No.

Dear Name:

Enclosed herewith please find the originals and one copy of Plaintiff's Motion to Compel the Production of the Documents Requested in Plaintiff's Second Request for Production of Documents and to Deem Admitted the Matters Set Forth in Plaintiff's Second Requests for Admissions.

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

Sincerely,

Name

By:

Name

/  
Enclosures  
cc: