

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

Date

**HAND DELIVERY**

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 originals and one copy of the following:

1. Plaintiff's Motion in Limine to Prohibit Evidence on the Issue of Productivity and Efficiency, or in the Alternative to Allow Plaintiff Additional Discovery;
2. Plaintiff's Motion to Compel Answers to Plaintiff's Second Set of Interrogatories.

Please file same and return the stamped "filed" copies with this messenger.

Sincerely,

Name

By:  
Name

/  
Enclosures  
cc: