

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 v. Name

Dear Name:

Enclosed herewith please find a report which was provided to us by the defendants in the above referenced case. Please review this opinion at your convenience and call me so that we can discuss the report further.

I did have a copy of the report you sent on Date. However, I appreciate you sending me a second copy. I am in the process of gathering information regarding the fringe benefit loss and hope to forward it to you soon.

For planning purposes, please note that this matter has been set for trial in the term of court that begins Date. We should be able to get a definite trial date in Date. However, at this time, I would anticipate that the trial would begin some time during the first week of Month. Further, defense counsel and I have reached agreement that we could exchange final expert reports on or before Date, and that each party could depose the other's experts on or before Date. This has not yet been approved by the Court, but I anticipate that this will be the time table on which we are working.

I look forward to hearing from you regarding Name 's report.

Sincerely,

BY:

/
Enclosures