

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: Age Discrimination Suit

Dear Name,

As we discussed via telephone on Date, enclosed herewith please find the following pleadings filed by Name:

1. Defendant's Answer;
2. Defendant's First Set of Document Requests; and
3. Defendant's First Set of Interrogatories.

Please review these documents and begin gathering the requested information. Presently, our responses to this discovery is due Date. I intend to ask for a 14 day extension of time, until Date, in which to respond.

Also enclosed are the relevant documents which Name provided to the EEOC.

If you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

Name

by:
Name