

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

Dear Name:

Enclosed please find an Order denying Name 's motion to reopen your deposition.

When you have time, please give me a call so that I can update you on the status of this case. I look forward to hearing from you soon.

Sincerely,

Name

BY:

Name

/
Enclosure