

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

Date

VIA FACSIMILE NO. _____ and U.S MAIL

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name v. Name

Dear Name:

On Date, Name forwarded me a copy of Name's current organization audit form. Upon recent review of that form, it appears that a portion of the form was redacted or covered during photo copying. The particular area to which I am referring is in the upper left hand corner right after the words "Form C". We respectfully request that you provide us with a copy of the complete form or otherwise explain Name's basis for not supplying same.

In addition, as you will recall, Judge Name entered an order compelling Name to produce documents relating to discovery in other age discrimination cases. At the time Name responded to the Order, Name and I agreed that she would provide me with certain initial information and that any additional documents would be provided to me upon request. In view of that agreement, I would like for you to provide me copies of the depositions of Plaintiffs Name and Name in the Name case pending in _____. We will be glad to pay for these transcripts to be overnighted to our office. Please have your secretary contact my secretary for the pertinent information.

Sincerely,

Name

by:
Name

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