

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

Date

VIA FACSIMILE NO.

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

Re: Name v. Name

Dear Name:

Enclosed please find a preliminary list of our Exhibits. The list is not complete or final and we reserve the absolute right to make additions, deletions and substitutions. Please fax me your proposed list of Exhibits as soon as possible. Once I have these, we can compare list and try to reach agreement on as many as possible. I would expect that we could try to work out disputed documents on Tuesday or on Wednesday before the pretrial.

Sincerely,

Name

BY:  
Name

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