

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 please find a preliminary draft of our proposed Pretrial Order and a revised draft of our proposed exhibit list. Neither the Pretrial Order or the Exhibit List are final versions and we reserve the right to make additions, deletions and substitutions prior to and at Pretrial.

I still have not received Name's proposed Pretrial Order. Please fax this as soon as possible. Also, I have heard nothing further on the Name depositions.

I will call you shortly to discuss exhibits.

Sincerely,

Name

BY:

Name

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