

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

VIA HAND DELIVERY

Re: Name vs. Name
United States District Court; District
Division; Cause No.

Dear Name:

Enclosed herewith please find the originals and one copy of Plaintiff's Motion for Protective Order, Motion to Quash and Objection to Notice of Deposition Duces Tecum.

Please file same and return the stamped "filed" copies via our runner.

Sincerely,

Name

By: Name

/
Enclosures
cc: Name