

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
In the United States District Court; District
Division; Cause No.

Dear Judge Name:

Enclosed herewith please find two copies of our Reply Memorandum in Support of Plaintiff's Motion to Compel the Production of the Documents Requested in Plaintiff's Second Request for Production of Documents and to Deem Admitted the Matters Set Forth in Plaintiff's Second Request for Admissions.

Thank you in advance for your consideration of this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Name

By:
Name

:
Enclosures
cc: Name