

Name
Address
Address

Re: Claim No:

Dear [Name]:

I have enclosed a set of interrogatories and request for production for your review. Please answer the interrogatories in pencil and collect the documents requested in the request for production. Please answer everything to the best of your abilities. These documents **will not** be sent to the defendant. Your answers are for our use only.

Because the court rules place very strict limits on time, I must have your answers and documents by **[14 days from date of letter]**. If you need an extension of time, please contact me immediately so that I may make arrangements.

Once I receive your answers, I will review them and make any necessary changes and provide objections to the questions asked where appropriate. You will be contacted to review the final version before we send them to the defendant.

If you have questions, please contact my office.

Very truly yours,