

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Re: Response to Request for Admission in Case No. [Case Number]

Dear [Recipient's Name],

I am writing in response to your Request for Admission dated [date of request], pertaining to the above-referenced legal complaint. Please find below my responses to your requests:

1. [Restate Request 1]

Response: [Admit/ Deni/ Lack sufficient information to admit or deny]

2. [Restate Request 2]

Response: [Admit/ Deny/ Lack sufficient information to admit or deny]

3. [Restate Request 3]

Response: [Admit/ Deny/ Lack sufficient information to admit or deny]

Thank you for your attention to this matter. Should you require any further information or clarification regarding my responses, please feel free to contact me.

Sincerely,  
[Your Name]