

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the compliance with pre-trial discovery obligations related to the case of [Case Name/Number]. As the deadline approaches, I wanted to ensure that all necessary documents and information are being compiled and prepared for submission.

As previously discussed, we are particularly interested in receiving the following items:

- [Item 1]
- [Item 2]
- [Item 3]

We appreciate your cooperation and timeliness in this matter. If you have encountered any issues or require further clarification, please do not hesitate to reach out. It is essential that we adhere to the timelines set forth to avoid any delays in the proceeding.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]