

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Formal Discovery Request

Dear [Recipient Name],

I am writing to formally request the discovery of certain documents and information in accordance with the relevant rules governing pre-trial procedures. This request is made in connection with the case of [Case Name], [Case Number].

Please provide the following:

- [Specific Document or Information Request 1]
- [Specific Document or Information Request 2]
- [Specific Document or Information Request 3]

We request that these documents be provided by [specific date], allowing sufficient time for our review prior to the scheduled pre-trial conference.

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Firm Name, if applicable]