

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Opposing Counsel's Name]

[Opposing Counsel's Address]

[City, State, Zip Code]

Re: Interrogatories for Pre-Trial Discovery

Dear [Opposing Counsel's Name],

In accordance with [applicable rules or statutes], please find below the interrogatories being served upon you as part of the pre-trial discovery process in the case of [Case Name] (Case No. [Case Number]).

Please respond to these interrogatories in writing and under oath within [time frame, typically 30 days] from the date of service of this letter.

1. Identify all persons who have knowledge of the facts and circumstances surrounding this case.
2. Describe in detail the events leading to [specific incident].
3. List all documents, communications, or materials that relate to [specific topic].
4. State any defenses you intend to assert in this case.
5. Disclose any expert witnesses you may call at trial, including their qualifications and opinions.

If you have any questions regarding these interrogatories, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]