

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Law Firm]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Pre-Trial Evidence Exchange Request

I hope this letter finds you well. As we prepare for the upcoming trial in [Case Name/Number], I would like to formally request the exchange of evidence pertinent to the case to facilitate a smooth pre-trial process.

Please provide the following documents and evidence by [specific date]:

- [Description of evidence/document 1]
- [Description of evidence/document 2]
- [Description of evidence/document 3]

If you have any questions or require additional clarification regarding this request, please do not hesitate to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Law Firm, if applicable]