

**[Your Name] [Your Law Firm] [Your Address] [City, State, Zip Code]**

**[Date]**

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

Re: Request for Admissions in [Case Name/Number]

Dear [Recipient's Name],

Pursuant to [Applicable Rule or Statute], I hereby submit the following Requests for Admission for your response regarding the above-referenced matter:

1. [Request for Admission 1]
2. [Request for Admission 2]
3. [Request for Admission 3]
4. [Request for Admission 4]
5. [Request for Admission 5]

Please respond to these requests within [number] days from the date of this letter. Your answers will assist in narrowing the issues for trial and expediting the proceedings.

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

Sincerely,

[Your Name] [Your Title] [Your Law Firm] [Your Contact Information]