

Litigation Document Drafting Template

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Firm/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Subject: [Insert Subject Line]

Dear [Recipient's Name],

We are writing to formally address the matter of [briefly state the issue at hand]. As per our previous communications on [insert dates], we wish to outline the concerns we have regarding [specific details of the litigation].

Attached to this letter, you will find the necessary documentation supporting our position, including [list of attached documents]. We believe that these documents will help clarify our stance and support our argument in this matter.

We kindly request that you respond to this letter by [insert date], to discuss how we can proceed and potentially resolve this issue amicably.

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

Sincerely,

[Your Name]
[Your Title]
[Your Firm/Organization Name]

Attachments: [List of documents attached]