

Comprehensive Discovery Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request comprehensive discovery in relation to [case name/number]. This request seeks to ensure the collection of all relevant information pertaining to our ongoing litigation.

Requested Documents:

- All documents related to [specific topic or event].
- Communication records between [parties involved].
- Records of transactions involving [specific details].
- Any reports, memos, or analysis regarding [specific subject].

Deadline:

We request that you provide the requested documents by [insert deadline date]. If you need additional time, please inform us as soon as possible.

Confirmation:

Please confirm receipt of this discovery request by [insert date]. If you have any questions or require clarification on any of the items listed, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]