

Discovery Request for Admissions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Re: Request for Admissions

Dear [Recipient's Name],

Pursuant to [applicable rule or statute], please find below the Request for Admissions pertaining to the above-referenced matter:

1. Admit that you were present at [specific location] on [specific date].
2. Admit that [specific fact or statement].
3. Admit that you have communicated with [name] regarding [subject].
4. Admit that the documents attached hereto are true and complete copies of the originals.

Please respond to these requests by [response deadline], as required by law.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Signature, if sending a hard copy]