

Discovery Request for Document Production

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

RE: Discovery Request for Document Production

Dear [Recipient's Name],

In accordance with [relevant rule or statute, e.g., Federal Rule of Civil Procedure 34], I hereby request the production of documents listed below relevant to the matter of [case name/number], pending in [court name].

Document Requests:

1. [Description of Document 1]
2. [Description of Document 2]
3. [Description of Document 3]
4. [Description of Document 4]
5. [Description of Document 5]

Please produce these documents by [specific date], at [location for production]. If you have any objections to any of the requests, please state your objections in a written format along with your response.

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

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company/Organization, if applicable]