

Formal Discovery Request

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Re: Discovery Request in [Case Name/Number]

Dear [Recipient's Name],

As part of the discovery process for the above-referenced case, we formally request the following documents and information:

- [Describe Document/Information Requested 1]
- [Describe Document/Information Requested 2]
- [Describe Document/Information Requested 3]

Please provide the requested materials by [insert deadline], to ensure compliance with all applicable deadlines.

Thank you for your cooperation. Should you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company]