

Preliminary Discovery Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request preliminary discovery pursuant to [relevant rule or statute] relating to the matter of [case name or description]. This request aims to gather information that is critical for the preparation of our case.

We kindly ask that you provide the following documents and information:

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

We appreciate your cooperation in this matter and request that the documents be provided by [insert deadline]. If you have any questions or require additional time, please do not hesitate to contact us.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Organization]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]