

Tailored Discovery Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the discovery of certain documents and information pertinent to [specific case or matter]. Please find below a detailed outline of the requested items:

- [Describe the first item requested]
- [Describe the second item requested]
- [Describe any additional items requested]

We believe that these documents are critical to our representation in this matter and would greatly appreciate your cooperation in providing them by [insert deadline].

Thank you for your attention to this request. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization]