

# Letter of Discovery Document Requests

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Re: Discovery Document Requests for [Specify Case Name or Number]

In connection with the ongoing business dispute between [Your Company Name] and [Recipient Company Name], we hereby request the following documents as part of the discovery process:

1. [Specify Document Request 1]
2. [Specify Document Request 2]
3. [Specify Document Request 3]
4. [Specify Document Request 4]
5. [Specify Document Request 5]

Please provide the requested documents by [Insert Due Date]. If you have any questions or require further clarification regarding these requests, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]