

Discovery Document Requests

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Discovery Document Requests

Dear [Recipient's Name],

As part of the ongoing civil litigation matter, [Case Name/Number], I am writing to request the production of certain documents that are relevant to this case.

Specifically, I am requesting the following documents:

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

Please provide these documents by [Due Date]. If you have any objections to this request, please communicate them in writing by the same date.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]