

# Formal Discovery Document Requests

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Re: Discovery Document Requests in [Case Name], Case No. [Case Number]

Dear [Recipient's Name],

In accordance with [relevant rules or statutes], please provide the following documents and information related to the ongoing litigation in the above-referenced matter:

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

We request that you produce the requested documents by [insert response deadline]. If you have any objections to these requests, please provide a clear and concise explanation of such objections.

Thank you for your cooperation in this matter. Should you have any questions, please feel free to contact me directly at [your contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Organization Name]

[Your Address]

[Your Email]

[Your Phone Number]