

Informal Discovery Document Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing negotiation process regarding [brief description of the matter], I am requesting the following documents to facilitate our discussions:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

If you could provide these documents by [insert specified date], it would greatly assist us in moving forward. Please let me know if you have any questions or require any further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company, if applicable]