

Letter Template for Civil Legal Action Documentation Requirements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Documentation Requirements for Civil Legal Action

Dear [Recipient's Name],

I am writing to formally outline the documentation required for proceeding with a civil legal action regarding [briefly describe the matter, e.g., "a breach of contract"]. To ensure that all necessary information is prepared and submitted accurately, please review the following requirements:

- 1. Statement of Claim: A clear description of the legal claims being made.
- 2. Evidence: Copies of relevant documents supporting the claims, including contracts, communications, and invoices.
- 3. Witness Information: Names and contact information for any witnesses who may support the claim.
- 4. Affidavit: A sworn statement verifying the information provided in the claim.
- 5. Court Forms: Completed forms required by the court where the action will be initiated.

Please ensure that all documentation is submitted by [insert deadline date] to facilitate timely processing of this action. Should you require any assistance or have questions regarding these requirements, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]