Legal Request Letter For Production Of Documents

[date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Client]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[address]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[City, State, Zip]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re:       Request for Production of Documents

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_v \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County Court, Cause Number\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear [name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

Enclosed you will find Request for Production of Documents which have been presented to you for response by the attorney representing\_\_\_\_\_\_\_\_\_\_\_\_\_ in the above case. These are requests for certain documents that the Court rules allow to be submitted in court actions.  Although some of the requests may be improper, we are requesting that you provide all documents requested unless you see a note next to a request which states “Skip”. We will discuss those requests when we meet to discuss the documents you gathered.   Please remember that formal response will be prepared after we review the documents you provide me so you do not have to be concerned with what documents you produce at this time. Only you and I will review them.

A Response to the Document Request must be provided the attorney for\_\_\_\_\_\_\_\_\_\_\_\_\_  on or before the\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_ , 20\_\_. Therefore, please gather the documents and call my office to schedule an appointment to review them at least 10 days before the due date.

If you have any questions, please contact me.

With kindest regards, I am

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_

[Attorney]

cc: file

**Attorney Specific Forms**