

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

VIA [Method of Delivery: e.g., Certified Mail / Email / Hand Delivery]

[Opposing Counsel Name]

[Opposing Counsel Law Firm]

[Opposing Counsel Address]

[City, State, Zip Code]

Re: [Case Name / Client Name] v. [Opposing Party Name]

Case No.: [Court Case Number]

Matter: [Subject Description]

Dear [Opposing Counsel Last Name],

[Body of the letter begins here.]

Sincerely,

[Your Signature]

[Your Printed Name]