

[Your Name]
[Your Law Firm]
[Your Address]
[City, State, Zip Code]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Opposing Counsel Address]
[City, State, Zip Code]

Re: [Case Name or Matter Description]
Case No.: [Case Number]

Dear [Mr./Ms./Mx.] [Opposing Counsel Last Name]:

[Body of the letter starts here.]

Sincerely,

[Your Signature]

[Your Printed Name]