

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Opposing Counsel Name or Clerk of Court]  
[Firm Name or Court Name]  
[Address]  
[City, State, Zip Code]

RE: [Case Name / Caption]  
Case Number: [Case Number]

Dear [Name],

I am writing to formally request copies of all pleadings, motions, orders, and disclosures filed or exchanged in the above-referenced matter to date.

Specifically, please provide the following documents:

- All Initial Disclosures;
- The Complaint and any Amended Complaints;
- All Answers and Responsive Pleadings;
- Discovery Requests and Responses;
- Any Orders issued by the Court.

If there is a cost associated with the duplication of these records, please inform me of the total amount in advance. Please send the documents to the address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]  
[Your Printed Name]