

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Case Update - Interrogatories and Requests for Admission

Dear [Client Name],

I am writing to provide you with an update regarding the discovery phase of your case. We have now reached the stage where both parties exchange formal written questions and requests for information.

Specifically, we are currently handling the following:

- **Interrogatories:** These are written questions that must be answered under oath. They help clarify facts, identify witnesses, and outline the specific details of the claims or defenses.
- **Requests for Admission:** These are statements that the other party must either admit or deny. The purpose is to narrow the scope of the trial by identifying facts that are not in dispute.

Attached to this letter, you will find a list of questions and statements provided by the opposing counsel. Please review these carefully and provide us with draft answers or relevant information by [Insert Date].

Once we receive your input, we will review your responses, finalize the legal formatting, and serve them to the opposing party. Please note that your responses are time-sensitive and must be accurate, as they are signed under penalty of perjury.

If you have any questions or would like to schedule a call to go over these documents together, please contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]