

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

[Date]

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

RE: [Case Name / Case Number]
SUBJECT: Discovery Compliance Update

Dear [Opposing Counsel Last Name],

I am writing to provide an update regarding the status of discovery compliance in the above-referenced matter.

To date, we have provided the following materials in response to your discovery requests:

- [Item 1: e.g., Initial Disclosures dated MM/DD/YYYY]
- [Item 2: e.g., Responses to First Set of Interrogatories]
- [Item 3: e.g., Documents bates-stamped [Start] through [End]]

Regarding outstanding items, please be advised of the following:

- [Pending Item 1]: We anticipate producing these materials by [Date].
- [Pending Item 2]: We are currently awaiting [Information/Documents] from our client and will supplement as soon as they are received.

Conversely, we note that the following items requested by our office on [Date] remain outstanding:

- [Requested Item 1]
- [Requested Item 2]

Please provide a definitive timeline as to when we can expect the outstanding production from your office. We hope to resolve these matters without the need for court intervention.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]