Date: [Insert Date]

To: [Court Reporter Name/Agency Name]
Address: [Insert Address]
Email: [Insert Email]

RE: Letter of Instruction for Rough Draft Transcript

Case Name: [Insert Case Name]
Case Number: [Insert Case Number]
Date of Proceeding: [Insert Date]
Deponent/Witness: [Insert Name]

Dear [Name of Court Reporter],

This letter serves as a formal request for a "Rough Draft" or "Dirty Ascii" transcript of the proceedings held on the date referenced above.

Please follow these specific instructions:

- **Delivery Timeframe:** Please provide the rough draft via email by [Insert Time/Date].
- **Format:** Deliver the file in [Insert Format, e.g., PDF, TXT, or PTX] format.
- **Disclaimer:** I acknowledge that this is an unedited, uncertified draft which may contain errors and is not to be used for filing or as an official record.
- **Recipients:** Please send the file to [Insert Email Address(es)].

Please confirm receipt of this request and provide an estimate of the additional fees associated with this expedited draft.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Law Firm]
[Your Phone Number]