

<div>
 <p>
 [Opposing Counsel Name]

 [Law Firm Name]

 [Street Address]

 [Suite/Floor Number]

 [City, State, Zip Code]
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 <p>
 Sent via: [Method of Delivery - e.g., Email / Certified Mail /
Hand Delivery]
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 <p>
 Re: [Case Name or Client Name] v. [Adverse Party
Name]

 Case No.: [Court Case Number, if applicable]

 Our File No.: [Your Internal File Number]
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