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

[Date]

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

RE: [Case Name/Style]
Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

Please find enclosed Plaintiff's/Defendant's First Request for Production of Documents and Things directed to [Name of Party].

Pursuant to the [State/Federal] Rules of Civil Procedure, you are required to serve written responses and the requested documents within [Number, e.g., 30] days after service of this request.

The requested items should be delivered to the offices of [Your Law Firm Name] at the address listed above. If any of the requested documents are maintained in electronic format, please produce them in their native format or as otherwise specified in the instructions.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
Counsel for [Plaintiff/Defendant]

Enclosure: Request for Production of Documents