[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]

RE: [Case Name]
Case Number: [Court Case Number]

Dear [Opposing Counsel Name],

Pursuant to [Insert Local Rule or Code of Civil Procedure], [Plaintiff/Defendant] hereby serves [his/her/its] Supplemental Discovery Disclosures in the above-referenced matter.

Enclosed please find the following supplemental materials:

- [Item 1: e.g., Supplemental Responses to Interrogatories]
- [Item 2: e.g., Supplemental Document Production / Bates Stamped XXX-XXX]
- [Item 3: e.g., Updated Witness List]

These disclosures are based on information recently obtained or identified by [Plaintiff/Defendant] and are intended to supplement previous responses dated [Date of original disclosure]. [Plaintiff/Defendant] reserves the right to further supplement these disclosures as the investigation continues.

Please acknowledge receipt of these documents.

Sincerely,

[Your Signature]

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