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

[Date]

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

Re: [Case Name]
Court: [Name of Court]
Index/Case No.: [Case Number]

NOTICE OF COMPLIANCE WITH DISCOVERY DEMANDS

Dear [Opposing Counsel Name],

Please be advised that [Plaintiff/Defendant], [Party Name], hereby complies with your Discovery Demands dated [Date of Demand Letter/Notice]. Enclosed please find the following materials:

- [Party Name]'s Responses to First Set of Interrogatories;
- [Party Name]'s Responses to Request for Production of Documents;
- Documents Bates-stamped [Start Number] through [End Number];
- [List any other specific items, e.g., Privilege Log, Medical Authorizations].

The enclosed production is intended to be responsive to all requests set forth in your demand. If you believe any items are missing or if you have difficulty accessing the digital files provided, please contact my office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Client Name]
Enclosures (as stated)