[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]
Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

Please find enclosed Plaintiff's/Defendant's First Set of Standard Interrogatories directed to [Name of Party Receiving Discovery].

Pursuant to [Cite Specific State or Federal Rule of Civil Procedure], you are required to serve your written responses and any objections to these interrogatories within [Number, e.g., 30] days after service of this notice.

The responses must be signed under oath by the party making them and the objections, if any, signed by the attorney making them.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]