

John Doe

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Monday, May 24, 2004

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RETURN RECEIPT REQUESTED

Re: Doe v. Doe
100th JDC, No. 123-456
Division "A"

Dear Reader:

Enclosed please find Interrogatories and Requests for Production of Documents. Please have your client respond within the appropriate legal delays. As always, should you have any questions, please do not hesitate to contact our office.

Sincerely,

John Doe

Enclosure