

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:

I forwarded written discovery directed to your client to you on _____. As of this writing I have not yet received your client's responses, and those responses are now due. Please forward your client's discovery responses to me within the next seven (7) days, so that I can move the litigation in this matter forward. Otherwise I will notice a 10.1 Discovery Conference in accordance with the Uniform Rules for Louisiana District Courts. As always, should you have any questions, please do not hesitate to contact our office.

Sincerely,

John Doe

Enclosure