

SAMPLE LETTER: Other party did not answer your discovery requests. Deadline to do so has passed.

[Date you are sending letter]

[Other party's address]

Dear [Other Party's Name]:

I am writing because I sent you discovery requests on [date you sent them]. You should have sent me answers to my requests by [deadline that other party has missed].

Please call or write me by no later than [new deadline] to talk about this. If I do not hear from you by [new deadline], I may have to file a Motion to Compel.

I hope to hear from you soon.

Sincerely,

[Your name]