January 1, 2021

LawyerFirst LawyerLast Esquire

SampleFirmName

123 Address St.

CityVille, StateLand 12345

Tel: (012) 345-6789

RE: *Pl1FirstName Pl1LastName; Pl2FirstName Pl2LastName; The Ugly One Ugly Last Name et al. v SampleCaseDefendantName et al., Case No: CaseNoSample, SampleCourtName*

Date of Crash: January 1, 2020

Date of Birth: *Pl1FirstName Pl1LastName:* January 1, 1999 [20 years old at time of crash]

*Pl2FirstName Pl2LastName:* January 2, 1990 [29 years old at time of crash]

*The Ugly One Ugly Last Name:* January 4, 1994 [25 years old at time of crash]

Dear Mr. LawyerLast,

I am in receipt of your correspondence regarding the above-named action. I have reviewed the documentation accompanying your correspondence including medical records, information regarding the subject crash, litigation documents, and other materials, including the January 1, 2021 report from the defendant's crash reconstruction and biomechanical expert, Dr. ExpertFirst ExpertLast.