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.