State how sent, e.g. "VIA EMAIL AND USPS"

Date

Recipient's Name

Recipient's Address

 **Re: CR 26(i) Discovery Conference,** **Case Name and Court Number**

Dear Recipient:

I write to schedule a CR 26(i) discovery phone conference regarding deficient or un-received responses/answers to Name of Discovery Requests. I will call you at the phone number I have for you (list phone number) at date and time to conduct the phone conference. If you will not be available at that time, please propose two alternate times between date and date. Likewise, please provide me with another phone number if the number listed above will not work.

 Sincerely,

 GENESIS LAW FIRM, PLLC

 Attorney’s Name