

[Your Name]
[Your Law Firm/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

Re: [Case Name]
Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

Our office is in receipt of your Initial Disclosures served on [Date].

Upon review of the documents, it appears that the signature page is missing or has not been signed by [Party Name/Counsel]. Specifically, the following deficiency was noted:

- [Description of missing signature, e.g., Missing attorney signature on the disclosure statement]
- [Description of missing verification, e.g., Missing client verification page]

Pursuant to [State/Federal] Rule of Civil Procedure [Rule Number, e.g., 26(g)], all disclosures must be signed. Please provide a fully executed copy of the Initial Disclosures at your earliest convenience to ensure the record is complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]