(Date)

**VIA FIRST-CLASS MAIL**

(Address)

 ***Re:***

Dear :

Enclosed herewith please find original transcripts of the examination before trial of your client, \_\_\_\_\_\_\_, which took place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, together with the accompanying exhibits. Please review the transcript and, if necessary, make the appropriate changes to the errata sheet attached to the transcript, indicating the specific page and line that is being changed. Thereafter, please have your client sign the original transcript and the errata sheet and have them both notarized. Please send the original transcript and errata sheet to my attention.

Pursuant to CPLR 3116(a), you are hereby given notice that in the event the transcript herein is not properly executed and returned to us within sixty (60) days of your receipt thereof, we intend to use our copy of the transcript at trial in the same manner as if your client had executed it. Please be further advised that no changes or amendments of answers will be acceptable at trial, and a motion to preclude the use by you of the transcripts will be made when required.

If you have any questions, please feel free to contact the undersigned.

Very truly yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 , Esq.

Encl.