

[Your Name/Law Firm 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/Style of Case]

Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

This letter serves to confirm that the discovery phase in the above-referenced matter has reached completion as of [Discovery Cut-off Date].

Pursuant to the court's scheduling order, we acknowledge that all interrogatories, requests for production, and requests for admissions have been served and responded to by both parties. Furthermore, all scheduled depositions of parties, witnesses, and experts have been concluded.

Based on the current status of the case, we note the following upcoming deadlines:

- Deadline for Pre-Trial Motions: [Date]
- Pre-Trial Conference Date: [Date]
- Trial Commencement Date: [Date]

At this time, we [choose one: do / do not] anticipate filing any dispositive motions. If your office intends to file a Motion for Summary Judgment or any other pre-trial motions, please advise at your earliest convenience so we may coordinate briefing schedules.

Finally, please let us know if your client is interested in engaging in a final settlement conference or mediation prior to the pre-trial conference.

Sincerely,

[Your Signature]

[Your Printed Name]