

[Sender Name]
[Sender Law Firm/Organization]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Law Firm/Organization]
[Recipient Address]
[City, State, Zip Code]

Re: [Case Name]
Case Number: [Case Number]
Subject: Preparation of Pre-Trial Conference Materials

Dear [Recipient Name],

In accordance with the Court's scheduling order dated [Date], I am writing to initiate the joint preparation of the materials required for the upcoming Pre-Trial Conference scheduled for [Date of Conference].

Pursuant to local rules and the Court's standing orders, please find enclosed our drafts for the following documents:

- Proposed Joint Pre-Trial Order
- Draft Exhibit List
- Draft Witness List
- Proposed Jury Instructions and Verdict Form
- Proposed Voir Dire Questions

Please review these materials and provide your proposed revisions, as well as your own exhibit and witness lists, by [Date]. We must meet and confer regarding any objections to exhibits or testimony no later than [Date] to ensure the joint submission is filed by the Court's deadline of [Filing Deadline].

I am available to discuss these documents via telephone on [Date/Time] if you believe a conference would expedite the finalization of these materials.

I look forward to your prompt response.

Sincerely,

[Signature]
[Typed Name]
Counsel for [Client Name]

Enclosures: [List Enclosures]