

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

[Date]

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

Re: [Case Name] / [Case Number]
Subject: Meet and Confer Resolution Update

Dear [Opposing Counsel Name],

I am writing to follow up on our meet and confer session held on [Date] regarding [describe the dispute, e.g., Discovery Requests, Set One]. The purpose of this letter is to memorialize the resolutions reached and identify the items that remain outstanding.

Resolved Items:

- [Item 1]: It was agreed that [describe resolution].
- [Item 2]: [Party Name] will provide supplemental responses by [Date].
- [Item 3]: [describe resolution].

Unresolved Items:

- [Item 1]: [Briefly state why the parties could not agree].
- [Item 2]: [Briefly state why the parties could not agree].

Next Steps:

Per our discussion, [Party Name] expects to receive the agreed-upon documents/responses by [Date]. Regarding the unresolved items, we intend to [e.g., file a Motion to Compel / seek a Discovery Conference with the Court] if we cannot reach a final agreement by [Date].

If your understanding of our agreement differs from what is outlined above, please notify me in writing by [Date/Time]. Otherwise, I will move forward based on these terms.

Sincerely,

[Your Signature]

[Your Printed Name]