

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

[Date]

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

**RE: [Case Name / Case Number]**

**Subject: FINAL GOOD FAITH MEET AND CONFER REGARDING [DISCOVERY REQUEST SET NAME]**

Dear [Opposing Counsel Name],

This letter serves as a final attempt to meet and confer in good faith regarding the outstanding discovery issues in the above-referenced matter. Despite previous correspondence dated [Date of previous letters], your office has failed to provide sufficient responses to [Discovery Request Set, e.g., Plaintiff's First Set of Interrogatories].

As of this date, the following deficiencies remain unresolved:

- **[Request No. X]:** [Briefly state the deficiency, e.g., "The response is incomplete and contains boilerplate objections regarding relevance."]
- **[Request No. Y]:** [Briefly state the deficiency, e.g., "No documents were produced despite the assertion that responsive records exist."]

We have attempted to resolve these issues informally; however, your refusal to [provide documents / supplement answers / withdraw objections] has reached an impasse. Please be advised that if we do not receive the supplemental discovery responses and/or the requested production by [Date and Time], we will have no choice but to file a Motion to Compel with the Court.

In such an event, we will also seek an award of reasonable attorney's fees and costs incurred in bringing the motion, pursuant to [Applicable Rule of Civil Procedure].

We remain hopeful that this matter can be resolved without court intervention. I look forward to receiving your production by the aforementioned deadline.

Sincerely,

[Your Signature]

[Your Printed Name]