

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

[Date]

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

RE: [Case Name] / Case No: [Case Number]
Subject: SUPPLEMENTAL MEET AND CONFER REGARDING MISSING VERIFICATIONS

Dear [Opposing Counsel Name],

I am writing this supplemental letter to follow up on my previous correspondence dated [Date of Last Letter] regarding [Party Name]'s discovery responses. To date, we have not received the signed verifications for the following discovery sets:

- [Party Name]'s Responses to [Propounding Party]'s Interrogatories, Set [Number]
- [Party Name]'s Responses to [Propounding Party]'s Special Interrogatories, Set [Number]

As you are aware, under [Applicable Civil Code/Procedure], responses to interrogatories must be signed under oath by the party making them. Without a signed verification, these responses are incomplete and legally inadmissible.

Please provide the executed verification pages no later than [Date/Time] to avoid unnecessary motion practice. If you require a copy of the blank verification pages for your client to sign, please let me know immediately.

I look forward to receiving these documents promptly and resolving this matter without court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]