

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

**RE: [Case Name] - Case No. [Case Number]
JOINT MEET AND CONFER LETTER REGARDING DEFENDANT/PLAINTIFF'S
RESPONSES TO INTERROGATORIES (SET NO. [Number])**

Dear [Counsel Name],

Pursuant to [Local Rule/Code Section], the parties submit this Joint Meet and Confer Letter to outline the current disputes regarding [Moving Party]'s Interrogatories, Set No. [Number]. Despite good faith efforts, the parties have been unable to resolve the following issues:

I. DISPUTED INTERROGATORIES

Interrogatory No. [Number]: [Quote the Interrogatory text in full]

Response to Interrogatory No. [Number]: [Quote the Response and Objections in full]

[Moving Party]'s Position:

[Insert argument regarding why the response is deficient, e.g., objections are boilerplate, information is relevant, or response is evasive.]

[Responding Party]'s Position:

[Insert argument regarding why the objections should be sustained or why the response is sufficient under the law.]

Interrogatory No. [Number]: [Quote the Interrogatory text in full]

Response to Interrogatory No. [Number]: [Quote the Response and Objections in full]

[Moving Party]'s Position:

[Insert argument.]

[Responding Party]'s Position:

[Insert argument.]

II. CONCLUSION

The parties have met and conferred on [Date] via [Telephone/Email/In-Person] but were unable to reach a resolution on the items above. [Moving Party] intends to seek judicial intervention if supplemental responses are not provided by [Deadline Date].

Sincerely,

[Your Name]
Counsel for [Your Client]

[Opposing Name]
Counsel for [Opposing Client]