

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

[Date]

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

Re: [Case Name]
Case No.: [Court Case Number]

LETTER MEMORIALIZING MEET AND CONFER REGARDING DISCOVERY

Dear [Opposing Counsel Name],

This letter serves to memorialize the agreements reached during our meet and confer conference held on [Date of Conference] regarding [Party Name]'s Objections and Responses to [Name of Discovery Set, e.g., Plaintiff's First Set of Interrogatories].

During our conference, the following agreements were reached regarding specific Interrogatories:

Interrogatory No. [X]: You agreed to [withdraw objection/provide a supplemental response] by [Date] specifically addressing [describe specific information or data set].

Interrogatory No. [X]: We agreed to narrow the scope of this request to the time period of [Date] to [Date] and to limit the search to the following individuals: [Names]. Based on this narrowing, you agreed to produce a substantive response by [Date].

Interrogatory No. [X]: You clarified that [Party Name] has no responsive information or documents in its possession, custody, or control. You agreed to provide a verified supplemental response stating the same by [Date].

Interrogatory No. [X]: We agreed that the current objection stands; however, [Party Name] will produce [alternative information/summary] in lieu of the full data requested by [Date].

If any of the above does not accurately reflect your understanding of our agreements, please notify me in writing by [Date/Time]. Otherwise, I will assume these summaries are correct and will look forward to receiving the supplemental discovery by the dates noted above.

Thank you for your cooperation in resolving these discovery matters.

Sincerely,

[Your Signature]

[Your Printed Name]