

[Your Name/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 Number]**  
**Subject: Meet and Confer Regarding Outstanding Privilege Log**

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding [Party Name]'s failure to provide a privilege log in response to [Name of Discovery Request, e.g., Plaintiff's First Set of Requests for Production of Documents], which were served on [Date].

While your client served written responses on [Date] and produced documents on [Date], several responsive documents were withheld or redacted based on claims of attorney-client privilege or work-product protection. However, to date, we have not received a privilege log identifying these withheld materials.

Under [Cite Local/State/Federal Rule of Civil Procedure, e.g., FRCP 26(b)(5)], a party withholding discovery based on a claim of privilege must expressly make the claim and describe the nature of the documents, communications, or tangible things not produced in a manner that will enable other parties to assess the claim.

Please provide a compliant privilege log that includes the following information for each withheld item:

- The date of the document;
- The author(s) and recipient(s);
- The specific privilege or protection asserted; and
- A description of the subject matter sufficient to justify the privilege claim.

We request that you produce the privilege log by [Date]. If we do not receive the log or a definitive timeline for its production by that time, we will be forced to seek the Court's intervention and may request that any asserted privileges be deemed waived.

I look forward to your prompt response and to resolving this matter without further court action.

Sincerely,

[Your Signature]

[Your Printed Name]