

[Your Name]  
[Your Law Firm]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Opposing Counsel Name]  
[Opposing Law Firm]  
[Opposing Counsel Address]

**Re: [Case Name] - Case No. [Case Number]  
FOLLOW-UP MEET AND CONFER REGARDING MISSING PRIVILEGE LOG**

Dear [Opposing Counsel Name],

I am writing to follow up on our previous correspondence dated [Date of First Letter] regarding your responses to [Name of Discovery Request, e.g., Plaintiff's First Set of Requests for Production].

In your response served on [Date Response Received], you withheld various documents based on claims of attorney-client privilege and/or the work-product doctrine. However, to date, we have not received a privilege log identifying the documents withheld.

Under [Cite Local Rule or Code of Civil Procedure Section], a party withholding discovery under a claim of privilege must provide a log that describes the nature of the documents, communications, or things not produced in a manner that enables other parties to assess the applicability of the privilege or protection. Your failure to provide a log prevents us from evaluating your claims and hinders the discovery process.

Please provide a comprehensive privilege log by [Date/Time] to avoid the necessity of a formal motion to compel. We would prefer to resolve this matter informally and look forward to your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]