

[Your Name/Law Firm Address]

[Date]

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

Re: [Case Name and Docket Number]
Subject: Meet and Confer Regarding Outstanding Privilege Log

Dear [Opposing Counsel Name],

I am writing in good faith to meet and confer regarding the status of the privilege log in the above-referenced matter.

On [Date of Production], your office served responses and documents related to [Insert Discovery Request Set Name]. While your responses indicated that certain documents were being withheld or redacted based on the attorney-client privilege or work-product doctrine, we have not yet received a corresponding privilege log.

Pursuant to [State/Federal Rule of Civil Procedure Number], a party withholding documents under a claim of privilege must expressly make the claim and describe the nature of the documents in a manner that enables other parties to assess the claim. Without a privilege log, we are unable to evaluate the validity of your assertions.

Please provide a privilege log containing the following information for each withheld item:

- The date of the document;
- The author(s);
- The recipient(s);
- The general subject matter; and
- The specific privilege or protection asserted.

We request that you produce the privilege log by [Date]. If we do not receive the log or a reasonable timeline for its production by that date, we will be forced to seek the Court's intervention to resolve this discovery dispute.

I am available to discuss this matter via telephone on [Date/Time] if you believe a conversation would expedite the resolution of this issue.

Sincerely,

[Your Signature]

[Your Printed Name]