

[Your Name/Law Firm Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: [Case Name and Court Docket Number]**

**Subject: FINAL NOTICE - MEET AND CONFER REGARDING OVERDUE  
PRIVILEGE LOG**

Dear [Counsel Name],

This letter serves as a final meet and confer attempt regarding your client's failure to provide a privilege log in response to [Plaintiff's/Defendant's] [Discovery Request Set Name/Number], which were served on [Date].

As you are aware, your client produced responsive documents on [Date] and asserted various privileges to withhold other responsive materials. However, to date, we have not received a privilege log that complies with [State/Federal Rule of Civil Procedure Number]. Despite my previous follow-up communication(s) on [Dates of previous emails/letters], the log remains outstanding.

The failure to provide a privilege log prevents us from evaluating the validity of your privilege claims and unnecessarily delays the discovery process. Please be advised that unless we receive a complete and compliant privilege log by [Date and Time], we will be left with no choice but to seek judicial intervention.

Specifically, we intend to file a Motion to Compel production of the log and, if necessary, will request that the Court deem any asserted privileges waived due to the continued delay. We will also seek an award of reasonable attorneys' fees and costs incurred in bringing such a motion.

I am available to discuss this matter via telephone at [Time] on [Date] if you believe a conference will resolve this issue without the need for a motion. Otherwise, I look forward to receiving the log by the deadline stated above.

Sincerely,

[Your Signature]

[Your Printed Name]