

[Your Name/Law Firm]
[Address]
[City, State, Zip Code]

[Date]

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

Re: Supplemental Meet and Confer Regarding Delayed Privilege Log

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Opposing Counsel Name],

This letter serves as a supplemental meet and confer regarding your continued failure to produce a privilege log in response to [Plaintiff/Defendant]'s [Set Number] Request for Production of Documents, originally served on [Date].

To date, [Opposing Party Name] has withheld responsive documents based on claims of attorney-client privilege and/or work product protection. However, despite our previous communication on [Date of previous letter], you have yet to provide a privilege log that complies with [Local Rule/Civil Procedure Rule Number].

The delay in providing this log prevents us from evaluating the validity of your privilege claims and is significantly hindering the progress of discovery. As a reminder, the failure to provide a timely and sufficiently detailed privilege log may result in a waiver of the asserted privileges.

We request that you produce a compliant privilege log no later than [Date]. If we do not receive the log by this time, we will be forced to seek the court's intervention through a Motion to Compel and will request all available sanctions.

We remain available to discuss this matter via telephone on [Date/Time] should you wish to resolve this without motion practice.

Sincerely,

[Your Signature]

[Your Printed Name]