

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

[Date]

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

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

**Subject: Formal Demand to Meet and Confer Regarding Deficient Privilege Log**

Dear [Opposing Counsel Name],

This letter serves as a formal demand to meet and confer regarding the deficiencies in the privilege log served by [Defendant/Plaintiff] on [Date]. Upon review, the current log fails to comply with the requirements set forth under [State/Federal Rule of Civil Procedure, e.g., Rule 26(b)(5)].

Specifically, the privilege log is deficient for the following reasons:

- **Vague Descriptions:** Entries [List entry numbers] use boilerplate language such as "legal advice" without describing the subject matter of the communication.
- **Missing Information:** Entries [List entry numbers] fail to identify the authors, recipients, or the specific roles of the individuals involved to justify the attorney-client privilege or work-product doctrine.
- **Improper Assertions:** Document [List entry number] appears to be a purely business communication or a third-party correspondence that does not qualify for protection.
- **Failure to Identify Format:** The log does not specify the document type or the date for several entries.

The current log does not provide sufficient information for us to assess the validity of the claimed privileges. We demand that you provide an amended and supplemental privilege log that addresses these deficiencies by [Date].

I am available to discuss these issues on [Date] at [Time]. Please let me know if this time works for you, or propose an alternative time for us to meet and confer telephonically.

If we are unable to resolve these issues, we will be forced to seek the Court's intervention, including a motion to compel production and a request for sanctions.

Sincerely,

[Your Signature]

[Your Printed Name]