

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

[Date]

Sent via [Method of Delivery: e.g., Certified Mail / Email / Hand Delivery]

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

RE: [Case Name and Case Number]
Subject: FINAL MEET AND CONFER REGARDING [Insert Specific Discovery Dispute/Topic]

Dear [Opposing Counsel Name],

This letter serves as our final attempt to meet and confer in good faith regarding the outstanding discovery disputes detailed in our previous correspondence dated [Date of previous letters]. To date, your office has [failed to respond / provided inadequate responses / refused to produce documents] regarding [specifically list the requests or issues].

Despite our previous attempts to resolve this matter without court intervention, the following issues remain unresolved:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

We believe these requests are [relevant/proportional] and that your objections are [unfounded/overbroad/boilerplate]. Because these materials are essential to the litigation of this case, we cannot accept further delays.

Please be advised that if we do not receive [the requested documents / supplemental responses / a date for the deposition] by [Time] on [Date], we will have no choice but to seek a Protective Order or file a Motion to Compel with the Court.

We would prefer to resolve this matter amicably. Please contact my office immediately if you wish to discuss this further before we seek judicial intervention.

Sincerely,

[Your Signature]

[Your Printed Name]