

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

[Date]

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

RE: [Case Name]; Case No. [Court Case Number]

Dear [Opposing Counsel Name],

I am writing to meet and confer in good faith regarding certain defects in the [Name of Pleading, e.g., Answer or Cross-Complaint] filed on [Date]. This letter serves as an attempt to resolve these issues informally prior to my client filing a formal Motion to Strike pursuant to [State Code of Civil Procedure/Rule Number].

Specifically, we believe the following portions of the pleading are [irrelevant / false / improper / scandalous] and should be removed:

- **[Section/Paragraph Number]:** [Briefly describe the legal or factual deficiency].
- **[Section/Paragraph Number]:** [Briefly describe the legal or factual deficiency].

Our position is based on the fact that [Briefly state legal grounds, e.g., the allegations do not state facts sufficient to constitute a defense or contain immaterial matter].

We request that you file an Amended Pleading to address these defects by [Date]. If we do not receive a response or a commitment to amend by that time, we will proceed with filing a Motion to Strike and will seek any available relief provided by the court.

I am available to discuss this matter further via telephone on [Date/Time]. Please let me know if you are available at that time.

Sincerely,

[Your Signature]
[Your Printed Name]