

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

[Date]

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

Re: [Case Name], Case No. [Case Number]

Dear [Opposing Counsel Name],

This letter serves as a formal request to meet and confer regarding the Affirmative Defenses asserted in Defendant's Answer filed on [Date]. Specifically, Plaintiff intends to move to strike several affirmative defenses unless they are voluntarily withdrawn or amended.

The following affirmative defenses are legally insufficient or lack required factual support:

- **Affirmative Defense No. [X]:** [Reason why it is insufficient, e.g., it is a mere legal conclusion or fails to meet the pleading standard].
- **Affirmative Defense No. [Y]:** [Reason why it is insufficient, e.g., it is not a proper affirmative defense under local rules].
- **Affirmative Defense No. [Z]:** [Reason why it is insufficient, e.g., it is redundant of the general denials already asserted].

Our goal is to narrow the issues and avoid unnecessary motion practice. Please let us know if you are willing to withdraw the aforementioned defenses or provide an amended pleading that cures these defects. If we cannot reach an agreement, we will proceed with filing a Motion to Strike.

I am available to discuss this matter on [Date] at [Time] via [Telephone/Video Call]. Please let me know if this time works for you or suggest an alternative.

Sincerely,

[Your Signature]
[Your Printed Name]