

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

[Date]

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

RE: [Case Name] - Case No. [Case Number]
Subject: Meet and Confer Regarding Proposed Motion to Strike [Complaint/Cross-Complaint/Answer]

Dear [Opposing Counsel Name],

This letter serves as a formal meet and confer regarding [Defendant's/Plaintiff's] intent to file a Motion to Strike portions of your [Name of Pleading], pursuant to [State Statute/Local Rule, e.g., California Code of Civil Procedure Section 435.5].

We have reviewed your pleading and believe that the following portions are [irrelevant/false/improper/not drawn in conformity with laws] and should be stricken:

- **[Section 1]:** [Identify specific paragraph or page/line number].
Reason: [State legal basis, e.g., Request for punitive damages without supporting facts of malice].
- **[Section 2]:** [Identify specific paragraph or page/line number].
Reason: [State legal basis, e.g., Request for attorney fees without statutory or contractual basis].

The purpose of this letter is to provide you with the opportunity to voluntarily amend your pleading to remove or correct these defects. If you file a First Amended [Pleading] addressing these issues by [Date], it will obviate the need for the Court's intervention and the filing of our Motion to Strike.

Please let me know by [Time] on [Date] whether you intend to amend your pleading. If we do not hear from you or cannot reach an agreement, we will proceed with filing the Motion to Strike and will seek any available costs and fees associated therewith.

I am available to discuss this matter further via telephone on [Date] at [Time].

Sincerely,

[Your Signature]

[Your Printed Name]