

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

[Date]

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

Re: [Case Name] / Case No. [Case Number]
Subject: Meet and Confer Regarding Voluntary Strike of Scandalous and Immaterial Matter

Dear [Opposing Counsel Name],

I represent [Your Client's Name] in the above-referenced matter. I am writing to meet and confer in good faith regarding certain allegations contained in your [Title of Pleading, e.g., Complaint/Answer] filed on [Date].

Specifically, we believe that the following portions of the pleading are scandalous, impertinent, or immaterial to the legal issues at hand: [Identify specific paragraphs or page/line numbers].

These allegations are [Briefly state reason: e.g., prejudicial, unnecessary to the causes of action, and/or intended to harass] and serve no legitimate purpose in this litigation. Under [Cite Local or State Rule, e.g., FRCP 12(f)], a court may strike from a pleading any redundant, immaterial, impertinent, or scandalous matter.

To conserve judicial resources and avoid the necessity of a formal Motion to Strike, we request that you voluntarily amend your pleading or stipulate to striking these specific allegations by [Date].

Please let me know by [Time/Date] if you are willing to resolve this matter informally. I am available to discuss this further via telephone at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]