

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

[Date]

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

Re: [Case Name]
Case No.: [Case Number]
Subject: Meet and Confer Regarding Motion to Strike Cross-Complaint

Dear [Opposing Counsel Name],

I represent [Your Client's Name] in the above-entitled matter. Pursuant to [State Code of Civil Procedure Section, e.g., California CCP § 435.5], I am writing this letter to meet and confer in a good faith effort to resolve the issues regarding your Cross-Complaint filed on [Date] without the need for court intervention.

We believe that portions of the Cross-Complaint are subject to a Motion to Strike on the following grounds:

- 1. [Identify Specific Paragraph/Section]:** [Explain why it is irrelevant, false, or improper matter, e.g., the allegations regarding punitive damages fail to state facts sufficient to support a claim of malice, oppression, or fraud].
- 2. [Identify Specific Paragraph/Section]:** [Explain the legal deficiency, e.g., the prayer for attorney's fees is not supported by contract, statute, or law].
- 3. [Identify Specific Paragraph/Section]:** [Explain if the pleading is not drawn or filed in conformity with the laws of the state, court rules, or an order of the court].

We request that you file an Amended Cross-Complaint to remove or correct these deficient allegations by [Date]. If we are unable to reach an agreement regarding these issues, we will proceed with filing a Motion to Strike the aforementioned portions of your pleading.

I am available to discuss this matter further via telephone on [Date] at [Time]. Please let me know if this time works for you, or propose an alternative time for us to speak.

Sincerely,

[Your Signature]

[Your Printed Name]