

**SENT VIA EMAIL AND U.S. MAIL**

Date: [Current Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

**RE: [Case Name] | Case No. [Case Number]  
URGENT MEET AND CONFER REGARDING DEFECTIVE PLEADINGS**

Dear [Opposing Counsel Name],

I am writing to meet and confer in good faith regarding the [Name of Pleading, e.g., Answer/Complaint] filed by your office on [Date]. Upon review, we have identified several defects that warrant a Motion to Strike under [Insert State/Federal Rule, e.g., Rule 12(f)].

Specifically, the following portions of the pleading are defective:

- **[Section/Paragraph Number]:** [Briefly state reason, e.g., Immaterial matter/Redundant/Scandalous/Legal conclusion].
- **[Section/Paragraph Number]:** [Briefly state reason].
- **[Section/Paragraph Number]:** [Briefly state reason].

These allegations are [unsupported by fact/prejudicial/irrelevant to the causes of action] and fail to comply with the requirements of [Insert Code of Civil Procedure or Federal Rule].

In the interest of judicial economy and avoiding unnecessary motion practice, we request that you file an Amended Pleading removing or correcting these defects by [Date/Time]. If we do not receive your commitment to amend by this time, we will proceed with filing a formal Motion to Strike and will seek all available remedies, including any applicable sanctions or costs.

I am available to discuss this matter further via telephone on [Date] at [Time]. Please let me know if you are available then or suggest an alternative time today.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]