

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

[Date]

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

RE: [Case Name], Case No. [Case Number] - Meet and Confer Regarding Motion to Dismiss for Lack of Personal Jurisdiction

Dear [Opposing Counsel Name],

Pursuant to [Local Rule Number/Federal Rule of Civil Procedure], I am writing to meet and confer regarding [Defendant's Name]'s intent to file a Motion to Dismiss for Lack of Personal Jurisdiction.

It is our position that this Court lacks both general and specific personal jurisdiction over [Defendant's Name] for the following reasons:

- **General Jurisdiction:** [Defendant's Name] is not incorporated in this forum, does not maintain its principal place of business here, and does not have continuous or systematic contacts that would render it "at home" in this jurisdiction.
- **Specific Jurisdiction:** The claims asserted in the Complaint do not arise out of or relate to any purposeful activities conducted by [Defendant's Name] within this forum. [Defendant's Name] has not purposefully availed itself of the privilege of conducting activities here.

Based on these jurisdictional deficiencies, we request that you voluntarily dismiss [Defendant's Name] from this action with prejudice. If you are unwilling to do so, we will proceed with the filing of our Motion to Dismiss and will seek all available relief, including costs and fees if applicable.

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 before [Date of Planned Filing].

Sincerely,

[Your Name]