

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address]

[City, State, Zip Code]

RE: [Case Name]; Case No. [Case Number] - Meet and Confer Regarding Insufficient Service of Process

Dear [Opposing Counsel Name],

I represent [Defendant's Name] in the above-referenced matter. I am writing to meet and confer in good faith regarding deficiencies in the service of process of the Summons and Complaint, as required by [Local Rule Number, if applicable].

Specifically, the service attempted on [Date] was insufficient under [Federal Rule of Civil Procedure 4 / State Statute] for the following reasons:

- [Detail Reason 1: e.g., The summons was served on a person not authorized to accept service.]
- [Detail Reason 2: e.g., The documents were left at a business address rather than the defendant's dwelling.]
- [Detail Reason 3: e.g., The time for service has expired under the rules.]

Based on these defects, [Defendant's Name] intends to file a Motion to Dismiss for Insufficient Service of Process pursuant to [Rule 12(b)(5)]. To avoid unnecessary motion practice and the expenditure of judicial resources, we request that you voluntarily withdraw the proof of service and agree to [Proposed Resolution: e.g., properly effectuate service or dismiss the action].

Please let me know by [Date and Time] whether you will stipulate to the requested relief. If we cannot reach an agreement, we will proceed with the filing of our motion.

I am available to discuss this further via telephone at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]