

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

[Date]

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

RE: [Case Name] vs. [Case Name]; Case No. [Case Number]

Dear [Opposing Counsel Name],

In accordance with [Local Rule Number/Code of Civil Procedure], I am writing to meet and confer regarding [Moving Party's Name]'s intent to file a Motion for Summary Judgment, or in the alternative, Summary Adjudication.

Based on the evidence obtained during discovery, we believe there is no triable issue of material fact regarding the following causes of action/defenses: [List specific issues or claims].

Specifically, we believe summary judgment is appropriate because: [Briefly state legal/factual basis].

The purpose of this letter is to discuss whether these issues can be resolved or narrowed without the need for formal motion practice. Please let me know if your client is willing to voluntarily dismiss [Claims/Defenses] or stipulate to certain facts to limit the scope of the motion.

I am available to discuss this matter via telephone on [Date] at [Time] or [Date] at [Time]. Please let me know which time works for you, or propose an alternative time so that we may fulfill our meet and confer obligations.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]