

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

[Date]

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

Re: [Case Name], Case No. [Case Number]

Dear [Opposing Counsel Name],

Pursuant to [Insert Local Rule Number, e.g., Local Rule 7-3], this letter serves as a formal request to meet and confer regarding [Moving Party Name]'s anticipated Motion for Summary Judgment, or in the alternative, Summary Adjudication.

We intend to seek summary judgment on the following grounds:

- [Specify Cause of Action or Issue #1]: There is no genuine dispute of material fact because [briefly state legal/factual basis].
- [Specify Cause of Action or Issue #2]: [Moving Party] is entitled to judgment as a matter of law regarding [briefly state legal/factual basis].
- [Specify any Affirmative Defenses to be addressed].

The purpose of this meet and confer is to discuss the issues in dispute and to determine if any claims or defenses can be resolved or narrowed without the need for judicial intervention. We are also open to discussing a stipulated statement of undisputed facts to streamline the briefing process.

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

I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]