

[Sender's Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Opposing Counsel Name],

Pursuant to [State/Local Rule Number, e.g., California CCP § 437c(i)], 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.

Our motion is based on the following grounds:

- [Specify Cause of Action or Issue #1]: [Briefly state the legal and factual basis for summary judgment on this point].
- [Specify Cause of Action or Issue #2]: [Briefly state the legal and factual basis for summary judgment on this point].

We believe that there are no triable issues of material fact as to these issues and that [Moving Party's Name] is entitled to judgment as a matter of law. Specifically, the evidence obtained during discovery, including [mention depositions, admissions, or documents], demonstrates that [brief summary of why the case should be dismissed or decided].

The purpose of this letter is to discuss whether you are willing to dismiss the aforementioned causes of action or the complaint in its entirety, thereby avoiding the necessity of this motion and judicial intervention.

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

Sincerely,

[Signature]
[Your Printed Name]