

[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 [Local Rule Number/Code of Civil Procedure], I am writing to request a meet and confer conference regarding [My Client's/Defendant's/Plaintiff's] intended Motion for Summary Judgment or, in the alternative, Summary Adjudication.

The basis for the proposed motion is that there is no triable issue of material fact regarding the following issues:

- [Issue 1: e.g., The statute of limitations has expired.]
- [Issue 2: e.g., The plaintiff cannot establish the element of causation.]
- [Issue 3: e.g., Lack of standing.]

The purpose of this conference is to discuss the facts and legal theories in an effort to narrow the issues for trial or potentially resolve the matter without the need for formal motion practice. I am also open to discussing a joint statement of undisputed facts to streamline the court's review.

I am available to meet via [telephone/video conference] at the following times:

- [Date/Time 1]
- [Date/Time 2]
- [Date/Time 3]

Please let me know by [Deadline Date] which of these times works for you, or propose alternative dates if you are unavailable. I look forward to discussing this matter with you.

Sincerely,

[Your Signature]
[Your Printed Name]