

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

[Date]

**VIA [Email/U.S. Mail/Hand Delivery]**

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

Re: [Case Name]

Case No.: [Case Number]

**Subject: Meet and Confer Regarding Unsigned Expert Witness Disclosure**

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding your "Expert Witness Disclosure" served on [Date]. Upon review of the document, we have identified a significant procedural deficiency that requires immediate correction.

Specifically, the disclosure served by your office was unsigned. Under [State Code/Federal Rule of Civil Procedure], an expert witness disclosure must be signed by the attorney of record. The lack of a signature renders the disclosure technically invalid and non-compliant with the discovery rules of this jurisdiction.

Please provide a signed version of the Expert Witness Disclosure, including all required declarations and attachments, no later than [Date/Time].

If we do not receive the signed, compliant disclosure by the aforementioned date, we will be forced to seek relief from the Court, which may include a motion to strike your expert witnesses or a motion to compel, along with a request for associated sanctions.

I look forward to your prompt cooperation in resolving this matter without further court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]