

VIA EMAIL

To: [Opposing Counsel Name]
[Opposing Counsel Law Firm]
[Address]

Re: [Case Name]

Case No.: [Case Number]

Subject: Follow-Up Regarding Joint Case Management Conference Statement

Dear [Opposing Counsel Name],

I am writing to follow up on my previous correspondence dated [Date of Previous Communication] regarding the drafting of our Joint Case Management Statement. As you know, the Case Management Conference is scheduled for [CMC Date], and our joint statement is due to be filed by [Filing Deadline].

To date, I have not received your revisions or your portion of the statement. To ensure we meet the court's deadline and comply with [Local Rule Number], we must finalize the document immediately.

Attached is a [Initial/Second] draft of the statement for your review. Please provide your input, edits, and any additional information you wish to include by [Time/Date] so that I may incorporate them into the final version for filing.

If you have any objections or if we need to schedule a brief meet-and-confer call to resolve any disagreements regarding the contents of the statement, please let me know today.

I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Law Firm]
[Your Phone Number]
[Your Email Address]