

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

[Date]

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

RE: [Case Name] / Case No: [Case Number]
Subject: Meet and Confer Regarding Joint Case Management Statement

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding our upcoming Case Management Conference scheduled for [Date] at [Time]. Pursuant to [Local Rule Number], the parties are required to file a Joint Case Management Statement by [Filing Deadline].

I have attempted to contact your office on [Dates of Previous Contact Attempts] via [Email/Telephone] to coordinate the preparation of this joint filing. To date, I have not received a response or your input for the statement.

Attached for your review is a draft of the Joint Case Management Statement. Please provide your revisions or your portion of the statement by [Date/Time] so that we may finalize the document and file it in a timely manner.

If I do not hear from you by the deadline stated above, I will be forced to file a separate statement with the court and include a declaration outlining my efforts to meet and confer with you regarding this matter.

I look forward to your immediate cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]