

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

[Date]

**VIA [EMAIL/E-FILE/MAIL]**

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

**Re: [Case Name]**  
**Case No.: [Court Case Number]**  
**Subject: Meet and Confer Regarding Joint Case Management Statement**

Dear [Opposing Counsel Name],

Enclosed please find our revisions and the final draft of the Joint Case Management Conference Statement for the upcoming hearing scheduled on [Hearing Date].

Pursuant to [Local Rule Number/Federal Rule of Civil Procedure], this letter serves as our formal meet and confer regarding the contents of the statement. We have incorporated your previous feedback and included our proposed language regarding [list specific sections, e.g., discovery schedule, ADR preferences, or trial date].

Please review the attached draft and let us know if you have any additional changes or if we have your authorization to apply your electronic signature. We intend to file the joint statement by [Filing Deadline Date].

If you disagree with any of the sections as currently drafted, please provide your alternative language by [Time] on [Date] so that we may attempt to resolve the discrepancy before the filing deadline.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]