

[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]

Subject: Meet and Confer Regarding Joint Case Management Statement

Dear [Opposing Counsel Name],

Pursuant to [Local Rule Number, e.g., Civil Local Rule 16], I am writing to initiate the mandatory meet and confer process regarding the Joint Case Management Conference Statement, currently due on [Due Date].

Attached for your review is a draft of the Joint Case Management Statement containing our proposed language and updates. Please review the draft and provide your revisions, additions, or comments no later than [Time] on [Date] so that we may finalize the document for timely filing.

Specifically, we would like to discuss and reach an agreement on the following items:

- [Item 1: e.g., Proposed Discovery Plan]
- [Item 2: e.g., Trial Date and Estimated Length]
- [Item 3: e.g., Alternative Dispute Resolution (ADR) Preferences]

I am available to discuss these matters via telephone on [Date] at [Time] if you believe a verbal conference is necessary to resolve any disagreements.

We look forward to your prompt response and to finalizing the statement jointly.

Sincerely,

[Your Signature]
[Your Printed Name]