

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

[Date]

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

RE: [Case Name / Case Number]

Subject: Notice of Meet and Confer Regarding [Specific Issue, e.g., Discovery Deficiencies]

Dear [Opposing Counsel Name],

This letter serves as a formal request to meet and confer regarding [briefly describe the dispute, e.g., the Defendant's incomplete responses to the Plaintiff's First Set of Interrogatories].

I am available to discuss these issues via [telephone/video conference] on the following dates and times:

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

The primary issues I wish to address include:

1. [Issue 1]
2. [Issue 2]
3. [Issue 3]

Please let me know by [Deadline Date/Time] which of the above times works for you, or propose alternative times so that we may resolve these matters without court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]