

[Your Name]
[Your Law Firm/Company]
[Your Address]
[City, State, Zip Code]

[Date]

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

Re: [Case Name / Case Number]

Dear [Opposing Counsel Last Name]:

This letter serves as a formal "meet and confer" regarding [identify specific discovery dispute, e.g., Plaintiff's First Set of Interrogatories] pursuant to [cite specific local rule or code of civil procedure].

[Body of letter will go here]

Sincerely,

[Your Signature]

[Your Printed Name]