

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

[Date]

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

RE: [Case Name / Reference Number]

Dear [Opposing Counsel Name],

I am writing regarding my previous correspondence dated [Date of Original Letter/Request] concerning [Subject of Request/Discovery/Settlement Offer].

As of today's date, we have not received a response or the requested documentation. Please be advised that the deadline for your response is [Insert Deadline Date and Time].

If we do not receive your response by the aforementioned date, we will be forced to take further action, which may include [filing a motion to compel / proceeding to trial / withdrawing the offer].

We look forward to receiving your response promptly to resolve this matter without further court intervention.

Sincerely,

[Your Signature]
[Your Printed Name]