

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm]

[Address]

[City, State, Zip Code]

Re: [Case Name] / [Case Number]

Subject: Good Faith Conferral Regarding [Specific Discovery Issue/Motion]

Dear [Opposing Counsel Name],

Pursuant to [Insert Local Rule Number, e.g., Rule 37], this letter serves as a formal request to meet and confer regarding the following unresolved issues:

- [Issue 1: Description of missing discovery, inadequate response, or objection]
- [Issue 2: Description of missing discovery, inadequate response, or objection]

On [Date], I sent a letter/email regarding these matters, but as of today, the issues remain unresolved. Our position is that [briefly state your legal or factual position].

I am available to discuss these matters via telephone on [Date] at [Time] or [Date] at [Time] in a good faith effort to resolve these disputes without court intervention. Please let me know which time works for you, or propose an alternative time.

If we are unable to reach an agreement by [Deadline Date], we will be forced to seek relief from the Court by filing a [Motion to Compel / Motion for Sanctions / Protective Order].

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]