

[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] v. [Case Name]
Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding the selection of a date for a Mandatory Settlement Conference in the above-referenced matter.

To facilitate the scheduling process with the Court, please let me know if any of the following dates and times work for you and your client:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]
- [Option 4: Date and Time]

If none of these dates are convenient, please provide a list of your available dates over the next [Number] days so that we may find a mutually agreeable time.

I look forward to hearing from you by [Deadline Date] so that we may submit our joint request to the Court.

Sincerely,

[Your Signature]
[Your Printed Name]