

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

[Date]

Sent Via Email

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

Re: [Case Name]
Case No.: [Case Number]

Dear [Opposing Counsel Last Name],

I am writing to follow up on my previous correspondence dated [Date of Previous Letter/Email] regarding our upcoming Settlement Conference.

To date, I have not received a response regarding your availability or your client's availability for the proposed dates. As a reminder, the Court requires us to meet and confer to select a mutually agreeable date prior to [Deadline Date].

My office previously proposed the following dates:

- [Option 1]
- [Option 2]
- [Option 3]

Please let me know by the end of business on [Date] if any of these dates work for you. If you are unavailable on these dates, please provide three alternative dates within the next [Number] days so that we may finalize the scheduling with the Court.

I look forward to hearing from you soon so that we can resolve this matter efficiently.

Sincerely,

[Your Signature]

[Your Printed Name]