

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

[Date]

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

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

Dear [Opposing Counsel Name],

Pursuant to the Court's Order dated [Date of Order], I am writing to meet and confer regarding the scheduling of a Settlement Conference in the above-referenced matter.

In compliance with the Court's directive, [Plaintiff/Defendant] provides the following dates of availability for the conference:

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

Please review these dates with your client and let me know if any of these options are suitable. If none of the above dates work for you, please provide a list of alternative dates so that we may finalize a joint submission to the Court by the deadline of [Deadline Date].

Furthermore, per the Court's Order, we must agree upon a preferred [Settlement Officer/Mediator/Magistrate Judge]. My client proposes [Name of Proposed Neutral], but we are open to discussing other suggestions you may have.

I look forward to hearing from you by [Date] so that we may notify the Court accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
Counsel for [Your Client's Name]