

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

[Date]

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

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

Dear [Opposing Counsel Name],

Pursuant to [Local Rule/Code Number], I am writing to meet and confer in good faith regarding the scheduling of a Settlement Conference in the above-referenced matter.

My client is interested in exploring a potential resolution to this litigation. To that end, I propose the following dates and times for a Settlement Conference with [the Magistrate Judge/the Neutral]:

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

Please let me know if any of these dates work for you and your client. If none of these options are suitable, please provide several alternative dates within the next [Number] days so that we may coordinate with the Court's calendar.

I look forward to your prompt response so we may finalize these arrangements.

Sincerely,

[Your Signature]
[Your Printed Name]