

SENT VIA EMAIL / US MAIL

[Date]

[Opposing Counsel Name]

[Opposing Law Firm]

[Address]

[City, State, Zip]

Re: [Case Name] vs. [Case Name]

Case No.: [Case Number]

Subject: Meet and Confer Regarding Settlement Conference Availability

Dear [Counsel Name],

Pursuant to the Court's Standing Order and the upcoming pre-trial deadlines, I am writing to meet and confer regarding the scheduling of a Settlement Conference with the Magistrate Judge or a private mediator.

Please let me know if your client is amenable to participating in a settlement conference at this time. If so, my office and my client are available on the following dates:

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

Please review these dates with your client and let me know which works best for you. If none of these dates are convenient, please provide several alternative dates for our consideration.

Once we have agreed upon a date, I will contact the Court to confirm the availability of the Magistrate Judge or coordinate with the agreed-upon mediator.

I look forward to hearing from you by [Deadline Date] so that we may timely update the Court.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]