

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

[Date]

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

**Re: [Case Name] vs. [Case Name]**  
**Case No.: [Case Number]**  
**URGENT MEET AND CONFER REGARDING SETTLEMENT CONFERENCE**  
**AVAILABILITY**

Dear [Opposing Counsel Name],

This letter serves as a formal meet and confer regarding the scheduling of an expedited settlement conference in the above-referenced matter. Pursuant to [Local Rule/Court Order], we are required to coordinate dates immediately to facilitate early resolution.

We propose the following dates and times for the conference:

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

Please advise as to your and your client's availability for these dates by [Time] on [Date]. If none of the above dates are workable, please provide three alternative dates within the next [Number] days.

Given the court-imposed deadlines and the urgent nature of this request, I look forward to your prompt response so that we may finalize the scheduling with the [Court/Mediator].

Sincerely,

[Your Signature]

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