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[Your Name/Law Firm Name]
[Your 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]
**Subject: FINAL ATTEMPT TO MEET AND CONFER REGARDING SETTLEMENT
CONFERENCE AVAILABILITY**

Dear [Opposing Counsel Last Name],

I am writing this letter as a final attempt to meet and confer regarding our availability for the upcoming Settlement Conference. Despite my previous attempts to reach your office on [Date of First Attempt] and [Date of Second Attempt], I have yet to receive a response regarding your preferred dates.

As per the court's scheduling order, we are required to submit our joint availability by [Deadline Date]. To ensure we remain in compliance with the court's timeline, I propose the following dates and times:

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

Please confirm by the end of business on [Date] if any of the above dates are acceptable, or provide alternative dates that your office and client are available. If I do not hear from you by this deadline, I will be forced to contact the Court to request a status conference or file a unilateral statement regarding our efforts to meet and confer.

I look forward to your prompt response so that we may resolve this matter without further court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant]