

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

[Date]

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

Re: [Case Name]
Case No.: [Court Case Number]
Subject: Meet and Confer Regarding Settlement Conference Availability

Dear [Opposing Counsel Name],

Pursuant to the [Local Rules/Court Order], I am writing to meet and confer regarding the scheduling of a Settlement Conference in the above-referenced matter.

My client and I are available on the following dates and times:

- [Proposed Date 1] at [Time]
- [Proposed Date 2] at [Time]
- [Proposed Date 3] at [Time]
- [Proposed Date 4] at [Time]

Please let me know if any of these dates work for you and your client. 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 chambers of [Judge/Magistrate Name] to confirm their availability and formalize the scheduling.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]