

[Your Name/Law Firm]  
[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]**

Case No.: [Court Case Number]

**Subject: Meet and Confer Regarding Rescheduling of Settlement Conference**

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding the Settlement Conference currently scheduled for [Current Date] at [Current Time].

Due to [briefly state reason, e.g., an unavoidable calendar conflict / the unavailability of a key party], [Plaintiff/Defendant] is requesting to reschedule this conference. We would like to reach a mutual agreement on a new date to submit to the Court.

Our office is available on the following alternative dates and times:

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

Please let me know if any of these dates work for you and your client. If not, please provide several alternative dates when you are available so that we may coordinate a joint request to the Court to continue the conference.

I look forward to hearing from you by [Date] so that we may resolve this matter promptly.

Sincerely,

[Your Signature]  
[Your Printed Name]