

[Your Name/Law Firm Address]

[Date]

[Opposing Counsel Name]
[Opposing Counsel Law Firm]
[Address]

Re: [Case Name]
Case No.: [Case Number]

Dear [Opposing Counsel Name],

Now that the parties have completed significant discovery, including [mention specific milestones, e.g., key depositions and document production], we believe the case is in a position for a productive settlement discussion.

Pursuant to [Local Rule/Court Order], I am writing to meet and confer regarding the parties' availability for a Settlement Conference. We suggest requesting a conference with [The Magistrate Judge/The Court/A Private Mediator] during the months of [Month] or [Month].

Specifically, our side is available on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

Please let me know if any of these dates work for you and your client, or please provide a list of your available dates so that we may coordinate with the Court. We look forward to your response by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]