

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

[Date]

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

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

Subject: Meet and Confer Regarding Remote Settlement Conference Availability

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding the scheduling of a remote settlement conference in the above-referenced matter. Pursuant to the court's standing orders, we are required to coordinate mutually agreeable dates and times for this proceeding.

My office and our client(s) are available to participate via [Zoom/Microsoft Teams/Court Platform] on the following dates:

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

Please let me know if any of these dates work for you and your client. If none of these options are suitable, please provide a list of alternative dates within the next [Number] days so that we may finalize the scheduling with the court.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]