

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

[Date]

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

Re: [Case Name] / [Court Case Number]

Dear [Opposing Counsel Name],

I represent [Name of Your Client] in the above-referenced matter. I am writing to formally request a brief extension of time to file a responsive pleading to the [Complaint/Petition] served on [Date of Service].

The current deadline for filing a response is [Current Deadline Date]. Due to [reason for extension, e.g., my recent retention in this matter / the need for additional time to investigate the allegations / a heavy trial schedule], I am requesting an extension of [Number] days, making the new deadline [Proposed New Date].

This request is made in good faith and is not intended for the purpose of unnecessary delay. I do not believe that this brief extension will prejudice your client's position or impact any currently scheduled court dates.

Please let me know by [Date/Time] if you are willing to stipulate to this extension. If you agree, I will prepare a brief written stipulation for the court's records, or we can confirm this agreement via a signed copy of this letter.

I look forward to hearing from you and to working professionally with you on this matter.

Sincerely,

[Your Signature]
[Your Printed Name]