

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

[Date]

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

Re: [Case Name] vs. [Case Name]
Case No.: [Court Case Number]
Subject: Good Faith Meet and Confer Regarding Extension of Discovery Time Limits

Dear [Opposing Counsel Name],

This letter serves as a formal meet and confer effort regarding the current discovery deadlines in the above-referenced matter. Pursuant to [State/Federal Local Rule Number], I am writing to request a mutual extension of the discovery time limits.

The current discovery cutoff is set for [Current Deadline]. However, despite diligent efforts by all parties, additional time is required to complete discovery for the following reasons:

- [Reason 1: e.g., Outstanding responses to interrogatories or document requests]
- [Reason 2: e.g., Scheduling conflicts with key depositions]
- [Reason 3: e.g., Recent production of voluminous records requiring review]

We propose extending the discovery cutoff date to [Proposed New Date] and moving the deadline for expert disclosures to [Proposed Expert Deadline].

It is my hope that we can reach a stipulation to extend these dates without the need for court intervention. Please let me know by [Date/Time] if you are amenable to this request. If I do not hear from you by then, I will assume a disagreement exists and will proceed with filing the appropriate motion with the Court.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]