

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

[Date]

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

Re: [Case Name] / [Case Number]

Subject: Follow-up Meet and Confer Regarding Request for Extension of Briefing Schedule

Dear [Opposing Counsel Name],

I am writing to follow up on my previous correspondence dated [Date of initial request] regarding my request for an extension of time to file the [Title of Brief/Motion]. As of this date, I have not received a response regarding your position on this matter.

As previously mentioned, I am requesting an extension of [Number] days, which would move the current deadline from [Current Deadline] to [Proposed New Deadline]. This request is necessitated by [Briefly restate reason, e.g., unexpected medical leave, trial conflict, or volume of discovery].

This letter serves as a further attempt to meet and confer in good faith to reach a stipulation regarding the briefing schedule. If I do not hear from you by [Time] on [Date], I will be forced to file a formal application/motion for an extension of time with the Court and will note therein that this follow-up attempt was made.

I look forward to your prompt response so that we may resolve this matter without judicial intervention.

Sincerely,

[Your Signature]

[Your Printed Name]