

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

[Date]

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

**RE: [Case Name]; Case No. [Case Number]**

Dear [Opposing Counsel Name],

This letter serves to memorialize our meet and confer conference held on [Date] regarding the current scheduling order and upcoming discovery deadlines.

Based on our discussion, both parties agree that an extension of the current deadlines is necessary due to [Reason for Extension, e.g., outstanding document productions, witness availability, or complexity of issues]. We have mutually agreed to request that the Court extend the following deadlines by [Number] days:

- Fact Discovery Cut-off: [New Date]
- Expert Designation: [New Date]
- Expert Discovery Cut-off: [New Date]
- Dispositive Motion Deadline: [New Date]

It is my understanding that you will [either "prepare the joint stipulation" or "review the draft stipulation I provide"] to be submitted to the Court for approval. We believe this extension will allow both parties to complete necessary discovery efficiently without prejudice to either side.

If this accurately reflects our agreement, please let me know. I look forward to finalizing the stipulation and filing it with the Court by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]  
Counsel for [Your Client's Name]