

**URGENT: MEET AND CONFER REGARDING EXTENSION OF TIME**

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

**Re: [Case Name]**  
**Case No.: [Case Number]**

Dear [Opposing Counsel Name],

I am writing to formally request a meet and confer regarding an urgent extension of time for [Name of Filing/Response due].

The current deadline is [Current Deadline Date]. Due to my unavailability on [Dates of Unavailability] caused by [Reason, e.g., a conflicting trial schedule / a pre-planned medical leave / a family emergency], I am unable to complete the filing by the current date.

I respectfully request a [Number of Days] day extension, making the new deadline [Proposed New Deadline Date].

This request is made in good faith due to professional necessity and is not intended for the purpose of delay. I do not believe this extension will prejudice your client or significantly impact the current litigation schedule.

Please let me know by [Time] on [Date] if you will stipulate to this extension. If I do not hear from you by then, I will be forced to file an ex parte application or motion with the Court to seek the necessary relief.

I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Law Firm]  
[Your Phone Number]  
[Your Email Address]