

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

[Date]

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

Re: [Case Name] / [Case Number]

Subject: SECOND MEET AND CONFER REGARDING REQUEST FOR EXTENSION OF TIME

Dear [Opposing Counsel Name],

I am writing this second letter to meet and confer regarding your request for an extension of time to [specify action, e.g., respond to the Complaint / respond to Discovery Requests], which is currently due on [Current Due Date].

We previously discussed this matter on [Date of First Communication]. As stated previously, my client continues to oppose this extension because [state reason, e.g., the requested delay is unreasonable / there have been multiple prior extensions / it will prejudice the upcoming trial date].

While we acknowledge your stated reasons for the request, we believe that [state counter-argument, e.g., the issues are not sufficiently complex to warrant further delay]. In an effort to resolve this without court intervention, we are willing to offer a shorter extension of [Number] days, making the new deadline [Proposed New Date].

If this compromise is not acceptable, please let me know by [Time] on [Date]. If we cannot reach an agreement, we will proceed with filing our opposition to any motion for extension of time you may submit to the Court. We will also provide the Court with a copy of our meet and confer efforts, including this correspondence.

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]