

[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. [Court Case Number]

Dear [Opposing Counsel Name],

The purpose of this letter is to meet and confer regarding a proposed extension of the deadline for filing pretrial motions in the above-referenced matter. Currently, the deadline is set for [Current Deadline Date].

Due to [Reason for Extension, e.g., outstanding discovery, witness unavailability, or complexity of issues], we believe an extension is necessary to ensure all parties have adequate time to address the legal issues involved. We propose extending the pretrial motion deadline to [Proposed New Date].

Please let me know by [Time/Date] if you will stipulate to this extension. If we are in agreement, I will prepare a formal stipulation and proposed order for your review and signature.

If you are unable to agree to this request, please let me know your availability for a brief call to discuss this matter further before we seek relief from the Court.

I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]