

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

[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Opposing Counsel Address]

Re: [Case Name] / [Case Number]

Subject: Final Meet and Confer Regarding Request for Extension of Time for [Name of Filing/Response]

Dear [Opposing Counsel Name],

This letter serves as our final attempt to meet and confer regarding my request for an extension of time to file [name of document/response], which is currently due on [Current Deadline].

As previously discussed on [Date of Previous Communication], I requested an extension until [Requested New Deadline] due to [Briefly state reason: e.g., professional obligations, volume of discovery, medical emergency]. You indicated on [Date] that you [would not grant the extension / had not yet decided].

We believe this request is reasonable and made in good faith. A brief extension will not cause prejudice to your client or unnecessarily delay the proceedings. Conversely, denying this request necessitates immediate motion practice, which will consume the court's time and the parties' resources.

Please let me know by [Time] on [Date] if you have reconsidered your position and will stipulate to this extension. If I do not hear from you or if you maintain your refusal, I will be forced to file a formal Motion for Extension of Time with the Court. In that motion, I will be required to inform the Court that we were unable to reach an agreement despite our efforts to meet and confer.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]