

[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]; [Appellate Court Case Number]

Dear [Opposing Counsel Name],

This letter serves as a formal meet and confer regarding your request for an extension of time to file the [Title of Brief, e.g., Opening Brief] in the above-referenced matter. Your current deadline is [Current Deadline Date], and you are requesting an extension until [Proposed New Deadline Date].

[Select Option A or B]

[Option A: Agreement to Extension]

Please be advised that [Appellant/Appellee] stipulates to your request for a [Number of Days]-day extension. We agree to this extension provided that [insert conditions, e.g., no further extensions will be sought]. We will sign the stipulation once received.

[Option B: Opposition to Extension]

Please be advised that [Appellant/Appellee] does not consent to your request for an extension. Our opposition is based on [insert reasons, e.g., previous extensions already granted, prejudice to client, statutory deadlines]. We believe the current schedule allows sufficient time for the completion of the filing.

If we are unable to reach an informal resolution regarding this schedule, we will present our position to the Court in response to any motion for extension of time you may file.

I am available to discuss this matter further on [Date] at [Time].

Sincerely,

[Your Signature]
[Your Printed Name]