

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

[Date]

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

Re: [Case Name] / [Court Case Number]

VIA [Email/U.S. Mail/Certified Mail]

LEGAL NOTICE: GOOD FAITH EFFORT TO RESOLVE DISCOVERY DISPUTE

Dear [Opposing Counsel Name],

This letter serves as a good faith attempt to resolve discovery deficiencies regarding [Plaintiff/Defendant]'s responses to [Name of Discovery Requests, e.g., First Set of Interrogatories], which were served on [Date].

Upon review of your responses received on [Date], we have identified the following deficiencies:

- **Request No. [X]:** [Explain why the response is incomplete, evasive, or why the objection is improper].
- **Request No. [Y]:** [Explain why the documents produced are non-responsive or if certain categories were omitted].
- **General Deficiencies:** [Mention issues such as lack of verification, failure to provide a privilege log, or formatting issues].

Please consider this a formal demand to cure these deficiencies and produce all outstanding responsive documents without further delay. We are entitled to full and complete discovery to prepare this case for trial.

We request that you provide the supplemental responses and missing documentation by [Date/Time]. If we do not receive the cured responses or hear from you to schedule a meet-and-confer by that time, we will be forced to seek the Court's intervention through a Motion to Compel and will request all available sanctions, including attorney's fees.

We look forward to resolving this matter professionally and without court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]