

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

[Date]

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

Re: [Case Name and Case Number]

Dear [Opposing Counsel Name],

This letter serves as a good faith attempt to meet and confer regarding [describe the specific discovery dispute or motion, e.g., Defendant's failure to respond to Plaintiff's First Set of Interrogatories].

On [Date], I sent [describe the document or request]. To date, I have not received [the responses/a sufficient response]. Specifically, the following issues remain outstanding:

- [Issue 1: Describe the specific deficiency]
- [Issue 2: Describe the specific deficiency]

I would like to resolve these matters without the need for court intervention. Please let me know your availability for a brief telephone conference to discuss these issues on [Date] at [Time] or [Date] at [Time].

If I do not hear from you or if we are unable to reach a resolution by [Deadline Date], I will be forced to file a [Name of Motion, e.g., Motion to Compel] with the court.

I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]