

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

[Date]

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

**Re: [Case Name] / [Court Case Number]**  
**Subject: Meet and Confer Regarding Discovery Deficiencies**

Dear [Opposing Counsel Name],

I am writing this letter in a good faith effort to resolve discovery disputes regarding [Plaintiff's/Defendant's] responses to [Name of Discovery Request, e.g., First Set of Interrogatories], which were served on [Date].

Upon review, we find the following responses to be deficient:

**[Request Number, e.g., Interrogatory No. 5]**

**The Dispute:** [Briefly describe the objection or the inadequacy of the response].

**Basis for Production:** [State the legal relevance or why the objection is improper].

**[Request Number, e.g., Request for Production No. 12]**

**The Dispute:** [Briefly describe the objection or the inadequacy of the response].

**Basis for Production:** [State the legal relevance or why the objection is improper].

We request that you provide supplemental responses and the requested documentation by [Date]. Please let me know if you are available for a brief telephone conference on [Proposed Date/Time] to discuss these matters further if you believe a conversation would facilitate resolution.

We hope to resolve these issues without the necessity of filing a Motion to Compel with the Court. I look forward to your prompt response.

Sincerely,

[Your Signature]  
[Your Printed Name]