

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

[Date]

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

Re: [Case Name]  
Case No.: [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 pursuant to [Insert Local Rule Number, e.g., Rule 37 of the Federal Rules of Civil Procedure].

To date, your responses to [identify specific discovery requests, e.g., Plaintiff's First Set of Interrogatories], served on [Date], remain deficient for the following reasons:

- **[Request No. X]:** [State the reason for deficiency, e.g., the response provided is vague or the objection is boilerplate].
- **[Request No. Y]:** [State the reason for deficiency, e.g., no documents have been produced despite the agreement to do so].

I am requesting that you provide supplemental responses and/or the missing production by [Date/Time]. It is my hope that we can resolve these issues without court intervention. However, if we cannot reach an agreement or if I do not receive the requested materials by the aforementioned date, I will have no choice but to file a Motion to Compel with the Court.

Please contact me at your earliest convenience if you would like to discuss this matter further via telephone.

Sincerely,

[Your Signature]  
[Your Printed Name]