

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name / Matter Reference Number]

Dear [Opposing Counsel Name],

I am writing in response to your [email/letter/phone call] dated [Date] regarding [Subject of Communication].

At this time, my client does not wish to engage in informal discussions or negotiations regarding this specific matter. We prefer to adhere to the formal discovery process and the schedule established by the court.

Please direct all future communications regarding this case to my attention in writing. We will provide formal responses to any pending motions or discovery requests in accordance with the applicable rules of civil procedure.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]