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

[Date]

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

Re: [Case Name]
Case No.: [Court Case Number]
Subject: Notice of Discovery Dispute and Request for Meet and Confer

Dear [Opposing Counsel Name],

This letter serves as a formal request to meet and confer regarding the deficiencies in [Plaintiff/Defendant]'s responses to [Name of Discovery Request, e.g., First Set of Interrogatories], which were served on [Date].

After reviewing the responses provided on [Date], we have identified the following issues that require resolution:

- **[Request No. X]:** [Briefly describe the deficiency, e.g., The response consists of a boilerplate objection regarding relevance.]
- **[Request No. Y]:** [Briefly describe the deficiency, e.g., Documents responsive to this request were referenced but not produced.]
- **[Request No. Z]:** [Briefly describe the deficiency, e.g., The answer provided is incomplete and evasive.]

We believe these objections are without merit and that the requested information is discoverable under [State/Federal] Rule of Civil Procedure [Rule Number].

Pursuant to [Local Rule Number/Civil Code], I would like to schedule a time to discuss these issues in an effort to resolve them without court intervention. Please let me know if you are available at any of the following times:

- [Date and Time 1]
- [Date and Time 2]
- [Date and Time 3]

If we are unable to reach an agreement, we will be forced to file a Motion to Compel. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]