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

[Date]

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

Re: [Case Name]
Case No.: [Case Number]

Dear [Opposing Counsel Name],

This letter serves to confirm our mutual agreement regarding the extension of the discovery deadline in the above-referenced matter.

Pursuant to our discussion on [Date], both parties have agreed to extend the deadline for completing [Type of Discovery, e.g., Fact Discovery/Interrogatories] from [Original Date] to [New Date].

The reason for this extension is [Reason for Extension, e.g., to allow for the scheduling of remaining depositions/to complete the production of documents].

We believe this extension will facilitate the efficient resolution of discovery without the need for court intervention. Please sign below and return a copy of this letter to my office to acknowledge your agreement to these terms.

Sincerely,

[Your Signature]

[Your Printed Name]

AGREED AND ACCEPTED:

_____
[Opposing Counsel Name]
Date: _____