[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] v. [Case Name]
Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

Pursuant to [Relevant Civil Procedure Rule, e.g., FRCP 26(c)], this letter serves as a formal notice that [Client Name] intends to file a Motion for a Protective Order regarding the following discovery requests:

- [List specific request numbers or categories of documents]

We are seeking this order on the grounds that the requested information contains [reason: e.g., trade secrets, sensitive personal information, privileged communications, or proprietary business data]. Disclosure of this information without a protective order would result in [describe potential harm].

In accordance with the local rules, we are requesting a meet-and-confer session to resolve this matter without court intervention. We propose a stipulated protective order that limits the disclosure of these materials to "Attorneys' Eyes Only" or "Confidential" status.

Please let me know by [Date/Time] if you are willing to enter into a stipulated agreement or if you wish to schedule a conference to discuss our concerns.

Sincerely,

[Your Signature]

[Your Printed Name]