

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm]

[Address]

[City, State, Zip Code]

**Re: [Case Name] v. [Case Name]**

**Case No.: [Court Case Number]**

Dear [Opposing Counsel Name],

This letter serves as a formal notice regarding the outstanding discovery requests in the above-referenced matter. Specifically, [Plaintiff/Defendant] served [Interrogatories / Requests for Production / Requests for Admission] on [Date Service was Made].

Pursuant to [Cite Local Rule or Code of Civil Procedure], the responses were due on [Due Date]. As of the date of this letter, we have not received your responses or any request for an extension of time.

Please consider this a "meet and confer" effort to resolve this discovery dispute without court intervention. We request that you provide verified responses and all responsive documents no later than [Date/Time Deadline].

If we do not receive the complete discovery responses by the aforementioned date, we will have no alternative but to file a Motion to Compel Discovery and seek an award of monetary sanctions and/or legal fees associated with the filing of the motion.

We look forward to your immediate cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]