

[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]

Case Number: [Case Number]

Dear [Opposing Counsel Name],

Please find enclosed a copy of [Plaintiff/Defendant]'s Motion in Limine regarding [Briefly State Subject of Motion, e.g., Exclusion of Prior Convictions].

This Motion is scheduled to be heard on [Date] at [Time] in Department [Number] of the [Name of Court], located at [Court Address].

Pursuant to [Local Rule Number], I am writing to confirm that we have met and conferred regarding the relief requested in this motion. It is my understanding that you [do/do not] intend to oppose this motion. If this understanding is incorrect, please notify our office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]

Enclosure: Motion in Limine