Meet-and-Confer Letter - Blank preview

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[Date]

To: [Other party or their attorney]
Re: [matter]

Dear [Name],

I am writing in an effort to resolve the following issue without involving the court:

[State the issue plainly and factually - what has happened and what needs to be addressed.]

[Explain what you are asking for, and why. Keep the tone civil and brief.]

I would like to resolve this by agreement. Please let me know by [a reasonable date] whether you are willing to [state the specific resolution you propose]. If we cannot reach agreement, I may ask the court to decide the issue.

Thank you for your attention to this matter.

Sincerely,

[Your full name]
Self-Represented Party, self-represented
[Phone] · [Email]