

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Company/Organization Name

Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to request information regarding the current class action lawsuit involving [provide brief details of the lawsuit, e.g., "XYZ Corporation and their product ABC"].

As a potential class member, I would like to know more about the following:

- Details of the lawsuit and its current status
- Eligibility criteria for participation in the class action
- Any deadlines I should be aware of
- How I can submit my claim or join the class

Your assistance in providing this information would be greatly appreciated. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]