

# Notification of Pending Lawsuit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a pending lawsuit that may affect you. The lawsuit, filed on [insert filing date], pertains to [brief description of the nature of the lawsuit].

As a potentially impacted party, it is crucial for you to be aware of this situation. The case number is [insert case number], and it is currently being handled in [insert court name and location].

If you wish to receive further information or to discuss your rights and options regarding this matter, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this important notice.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]