

Pending Lawsuit Notification

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name/Your Position]

Subject: Notification of Pending Lawsuit

Dear Board Members,

I hope this message finds you well. I am writing to inform you that the organization is currently facing a pending lawsuit. The details of the case are as follows:

- **Case Name:** [Insert Case Name]
- **Filed On:** [Insert Filing Date]
- **Jurisdiction:** [Insert Jurisdiction]
- **Nature of the Lawsuit:** [Brief Description of the Case]
- **Next Steps:** [Outline any immediate actions required from board members]

We are actively working with our legal team to address this matter and ensure the best outcome for the organization. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]