

Pending Lawsuit Notification

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you that a pending lawsuit has been filed against [Your Company Name] regarding [brief description of the lawsuit]. As a business partner, we believe it is imperative to keep you informed of this ongoing situation.

The lawsuit was filed on [date] in [court name] and involves [brief description of the parties involved and the nature of the complaint]. We are currently in the process of responding to the claims and have retained legal counsel to represent us in this matter.

We do not anticipate that this lawsuit will affect our business relationship or the operations of our projects together. However, we will keep you updated as the situation evolves.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]