

Pending Lawsuit Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to inform you that a lawsuit has been filed that may affect your interests. The details of the lawsuit are as follows:

- **Case Number:** [Insert Case Number]
- **Filed By:** [Insert Plaintiff's Name]
- **Filed Against:** [Insert Defendant's Name]
- **Date of Filing:** [Insert Filing Date]
- **Court:** [Insert Court Name]

We advise you to take this matter seriously and consider obtaining legal counsel if you have not done so already. We are here to assist you with any questions or concerns you may have.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]