

Notice of Pending Lawsuit

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

This letter serves as formal notification regarding a pending lawsuit related to claim number [Insert Claim Number], involving our mutual client, [Client's Name].

The nature of the lawsuit pertains to [Briefly describe the nature of the lawsuit and any relevant details].

Please be aware that this matter is currently being pursued in [Name of Court] and is assigned case number [Case Number]. We anticipate that this will proceed within the next [Estimated Timeline].

We request that you acknowledge receipt of this notification and confirm how you wish to proceed on this matter. Please provide us with any necessary documentation or information required for our file.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]