

# Pending Lawsuit Notification

Date: [Insert Date]

To: [Legal Representative's Name]

From: [Your Name/Your Firm's Name]

Subject: Notification of Pending Lawsuit

Dear [Legal Representative's Name],

I am writing to formally notify you of a pending lawsuit involving our client, [Client's Name], which has been filed in [Court Name] under case number [Case Number]. The lawsuit was initiated on [Filing Date] and pertains to [brief description of the nature of the lawsuit].

As representatives of the opposing party, we believe it is crucial to keep you informed about the developments in this case. We kindly request your cooperation in addressing this matter promptly. Please reach out to us if you have any questions or require further information.

Best regards,

[Your Name]

[Your Title]

[Your Firm's Name]

[Contact Information]