

# Pending Lawsuit Notification

Date: [Insert Date]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

Subject: Notification of Pending Lawsuit

Dear [Regulatory Authority Name],

We are writing to inform you that [Your Company Name] is currently involved in a pending lawsuit related to [brief description of the matter]. The case was initiated on [date of initiation] and is currently in [state of the proceedings, e.g., discovery, trial, etc.].

Details of the case are as follows:

- Case Number: [Insert Case Number]
- Court: [Insert Court Name]
- Parties Involved: [Insert Parties]
- Nature of the Complaint: [Briefly describe the complaint]

We believe it is essential to keep the regulatory body informed of any developments regarding this lawsuit as it may have implications on our compliance with [relevant regulations or obligations].

If you require any further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]