

# Notification of Pending Lawsuit

Date: [Insert Date]

To: [Stakeholder Name/Title]

From: [Your Company Name]

Subject: Notification of Pending Lawsuit

Dear [Stakeholder Name],

We are writing to inform you that [Your Company Name] is currently involved in a pending lawsuit filed on [Filing Date] by [Plaintiff's Name]. The case is being heard in [Court Name/Location], and the case number is [Case Number].

The lawsuit alleges [brief summary of the claims made in the lawsuit]. We are actively working with our legal team to address the matter and will keep you updated on any significant developments.

We understand that this may raise concerns, and we want to assure you that we are committed to resolving this issue in a timely and effective manner.

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]