

Pending Lawsuit Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you of a pending lawsuit that may affect our business relationship. As of [Insert Lawsuit Date], [Your Company Name] has initiated legal proceedings regarding [brief description of the nature of the lawsuit].

This lawsuit could potentially impact our current agreements and future transactions. We advise you to prepare accordingly and seek any necessary legal counsel.

We value our partnership and believe it is important to keep you informed of any developments. If you have any questions or require further clarification, 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 Company Address]

[Your Phone Number]

[Your Email Address]