

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Law Firm/Organization Name]

[Address]

[City, State, Zip Code]

## **Subject: Follow-Up on Legal Case Progress**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the progress of my legal case, [Case Name/Number], which I have entrusted to your firm.

It has been [duration] since our last correspondence, and I would greatly appreciate any updates regarding the status of my case, including any developments or actions that may be pending. Understanding the current status will greatly assist me in preparing for any necessary next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]