

Litigation Disclosure Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Disclosure Related to Litigation Matters

I am writing to inform you of certain litigation matters concerning [Your Company/Your Name], which may impact our current or future business relationship.

The details of the litigation are as follows:

- **Case Name:** [Insert Case Name]
- **Case Number:** [Insert Case Number]
- **Court:** [Insert Court Name]
- **Filing Date:** [Insert Filing Date]
- **Nature of the Case:** [Brief Description]

Please let me know if you require any further information or documentation related to this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]