

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Law Firm's Name

Law Firm's Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding my ongoing legal matter concerning [brief description of the matter, e.g., contract dispute, custody issue, etc.]. It has been [duration] since our last communication, and I would appreciate any information you can provide regarding the current status and any next steps I need to be aware of.

Please let me know if there are any documents or information you require from my side to facilitate this process. I value your guidance and expertise, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]