

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Legal Review

Dear [Recipient's Name],

We are writing to inform you that the following document(s) are under legal review:

- [Document 1 Name/Description]
- [Document 2 Name/Description]
- [Document 3 Name/Description]

The review process will take approximately [insert timeframe] to complete. We appreciate your patience during this time, and we will keep you updated on any developments.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]