[Company Letterhead]

[Date]

[Audit Firm Name]
[Audit Firm Address]
[City, State, Zip Code]

Re: [Company Name] - Audit Inquiry Response

Dear [Auditor Name],

In connection with an audit of the financial statements of [Company Name] (the "Company") for the fiscal year ended [Year End Date], we furnish the following information regarding pending or threatened litigation, claims, and assessments.

1. Pending or Threatened Litigation

As of [Current Date] and [Year End Date], the Company is involved in the following matters:

- **Case Name:** [Insert Case Name/Reference]
  Nature of Claim: [Brief Description]
  Status: [Discovery/Trial/Settlement Phase]
  Evaluation: [Opinion on likelihood of unfavorable outcome and estimate of potential loss/range of loss, or statement that such estimate cannot be made.]

2. Unasserted Claims and Assessments

The Company is not aware of any unasserted claims or assessments that are probable of assertion and must be disclosed in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic 450, except for the following:

- [List unasserted claims or state "None"]

3. Response Limitations

Our response is limited to matters that have been given substantive attention by us in the form of legal consultation or representation. We do not undertake to advise you of changes which may be brought to our attention after [Date of Response]. This response is solely for the use of the Company and its auditors and is not to be quoted or relied upon by any other person.

Sincerely,

[Signature]

[Name of Signatory]
[Title/Position]
[Law Firm or Internal Legal Department Name]