PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION / ATTORNEY WORK PRODUCT

Date: [Insert Date]

To: [Insert Recipient Name/Board of Directors]
From: [Insert Attorney/Legal Counsel Name]
Re: Risk Assessment Evaluation - [Insert Case Name/Reference Number]

1. Executive Summary
This letter provides a formal evaluation of the active litigation titled *[Insert Case Name]*, currently pending in [Insert Court Name/Jurisdiction]. This assessment is based on facts known as of [Insert Date].

2. Matter Description
The plaintiff, [Insert Plaintiff Name], alleges [Insert brief description of claims, e.g., breach of contract, negligence]. The primary legal issues involve [Insert key legal points]. The current procedural status of the case is [Insert status, e.g., discovery phase, pending motion for summary judgment].

3. Liability Assessment
Based on our review of the evidence and applicable law, we evaluate the likelihood of an unfavorable outcome as follows:
[ ] Remote
[ ] Reasonably Possible
[ ] Probable

4. Potential Financial Exposure
In the event of an adverse judgment, the estimated range of loss is:
Minimum: $[Insert Amount]
Maximum: $[Insert Amount]
Estimated Legal Fees/Costs through Trial: $[Insert Amount]

5. Strengths and Weaknesses
Key Strengths: [Insert key defenses or favorable facts]
Key Weaknesses: [Insert vulnerabilities or unfavorable facts]

6. Strategy Recommendation
We recommend the following course of action:
[ ] Vigorous Defense through Trial
[ ] Alternative Dispute Resolution (Mediation/Arbitration)
[ ] Settlement Negotiations

7. Conclusion
We will continue to monitor the proceedings and provide updates as discovery progresses or new facts emerge.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Law Firm]