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Prepared at the Request of Counsel

Date: [Insert Date]

To: [Lead Counsel Name]
From: [Your Name/Title]
Subject: Status Update: Threatened Litigation by [Opposing Party Name]

Dear [Counsel Name],

This letter provides an update regarding the threatened litigation by [Opposing Party Name] concerning [Brief Description of Dispute].

Current Status:
Since our last correspondence on [Date], the following developments have occurred:
[Insert summary of new demands, deadlines, or communications received]

Internal Actions Taken:
In response to the threat, we have completed the following:
- Issued a litigation hold to [Department/Individuals] on [Date].
- Collected relevant documents including [List Key Documents].
- Conducted preliminary interviews with [Names of Key Witnesses].

Upcoming Deadlines:
- Deadline for formal response: [Date]
- Tolling agreement expiration (if applicable): [Date]

Risk Assessment:
Our internal team views the current exposure as [Low/Medium/High]. We require your guidance on the following specific points:
1. [Point 1]
2. [Point 2]

Please let us know your availability for a conference call to discuss our strategy moving forward.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]