PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: [Case Name / Matter Number] - Litigation Status and Evaluation Report

Dear [Client Contact Name],

The purpose of this letter is to provide an updated status report and formal evaluation of the above-referenced litigation matter.

1. CURRENT PROCEDURAL STATUS
[Describe the current stage of litigation, such as discovery, motion practice, or trial preparation. List recently completed milestones.]

2. UPCOMING DEADLINES AND SCHEDULE
[List upcoming court dates, deposition schedules, and filing deadlines.]

3. FACTUAL AND LEGAL ANALYSIS
[Provide a summary of newly discovered facts or legal rulings that impact the case.]

4. EXPOSURE AND LIABILITY EVALUATION
[Discuss the strengths and weaknesses of the claims. Provide an assessment of the likelihood of a favorable outcome (High/Medium/Low).]

5. DAMAGES AND SETTLEMENT ESTIMATE
[Estimate the potential financial exposure or recovery. Include current settlement demands or offers.]

6. STRATEGY AND RECOMMENDATIONS
[Outline the proposed strategy for the next 90 days and any recommendations regarding mediation or settlement negotiations.]

7. BUDGET AND COST ESTIMATE
[Provide an update on legal fees incurred to date and an estimate of costs to reach the next phase.]

Please contact me at [Phone Number] if you have any questions regarding this evaluation.

Sincerely,

[Attorney Name]
[Law Firm Name]