

[Sender's Name/Law Firm Name]
[Sender's Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Welcome and Case Initiation Status - [Case Name/Matter Number]

Dear [Client Name],

Welcome to [Law Firm Name/Organization Name]. We are pleased to represent you in your legal matter regarding [Brief Description of Case].

This letter is to formally notify you that we have officially initiated your case. As of [Date], the following actions have been taken:

- A formal file has been opened in our system.
- Initial review of provided documentation has been completed.
- [Insert specific action, e.g., The complaint has been drafted / Initial notice has been sent].

Current Status:

Your case is currently in the [In-take/Discovery/Filing] phase. We are awaiting [Specific Document or Response] before proceeding to the next step.

Next Steps:

Over the next [Number] days, our team will focus on [Next Action Item]. We will provide you with regular updates as significant milestones are reached.

If you have any questions or have received new information relevant to your case, please contact our office at [Phone Number] or reply to this email.

We look forward to working with you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]