

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Update on Your Intake Application - [Case/Reference Number]

Dear [Client Name],

Thank you for submitting your intake information to [Company/Firm Name]. We are writing to provide you with an update regarding the status of your application.

Current Status: [In Review / Pending Documents / Processing]

Our team is currently reviewing the documentation you provided. At this time, we have determined the following:

- No further action is required from you at this moment.
- We require additional information: [List missing documents if applicable].
- Your file has been assigned to [Staff Name/Department].

We understand that this process is important to you and we aim to complete our initial assessment by [Expected Date]. You will receive a formal notification once a final determination has been made.

If you have any questions or need to update your contact information, please reach out to us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]