

[Your Name/Law Firm]
[Address]
[City, State, Zip Code]

[Date]

[Opposing Counsel Name]
[Law Firm]
[Address]
[City, State, Zip Code]

Re: [Case Name and Docket Number]
Subject: Progress Update on Privilege Log Review and Production

Dear [Opposing Counsel Name],

I am writing to provide a status update regarding our ongoing review of documents and the preparation of the privilege log in response to [Document Request Set Name/Number].

To date, our team has processed approximately [Number] documents. Of these, we have identified [Number] documents that are being withheld or redacted based on [Attorney-Client Privilege / Work Product Doctrine / Other Privilege].

We are currently in the process of finalizing the formal privilege log entries, including:

- Detailed descriptions of the subject matter;
- Identification of all authors and recipients;
- The specific legal basis for each claim of privilege.

We anticipate completing our review and serving the finalized privilege log by [Date]. If there are specific documents or categories you wish for us to prioritize for immediate production or log entries, please let us know as soon as possible.

Thank you for your cooperation in this matter. We look forward to continuing our discovery efforts efficiently.

Sincerely,

[Your Signature]

[Your Printed Name]