

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: [Case Name] / [Case Number]

Subject: Status of Trial Exhibit Binder Compilation

Dear [Name],

This letter serves to update you on the status of the joint trial exhibit binders for the upcoming trial scheduled to begin on [Trial Date].

As of today, we have completed the following steps:

- Incorporated all exhibits from the Joint Exhibit List.
- Resolved objections regarding the authenticity of [Exhibit Numbers].
- Completed the bates-stamping and tabbing of [Number] sets of binders.

The following items remain outstanding:

- Finalization of the index for Volume [Number].
- Physical delivery of the Court's courtesy copies.

We anticipate that the final binders will be ready for distribution to your office and the Court by [Time/Date]. Please confirm if you would like to arrange for a messenger to pick up your set or if we should deliver them to your office.

Sincerely,

[Your Name]

[Your Law Firm]