

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Firm Name]
[Address]
[City, State, Zip Code]

RE: Update on Alternative Dispute Resolution (ADR) - [Case Name/Reference Number]

Dear [Recipient Name],

I am writing to provide a formal update regarding the status of the Alternative Dispute Resolution (ADR) proceedings for the above-referenced matter.

As of [Date], the following progress has been made:

- **Current Stage:** [e.g., Mediation scheduled / Arbitrator selected / Discovery phase]
- **Completed Actions:** [Briefly list milestones reached]
- **Pending Items:** [List documents or actions still required]

The next scheduled session is set for [Date] at [Location/Platform]. We anticipate that [briefly describe expected outcome or next step].

Please let us know if there are any changes to your availability or if further documentation is required prior to the next meeting. We remain committed to resolving this matter through the ADR process efficiently.

Should you have any questions regarding this update, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]