

DATE: [Insert Date]

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

RE: Trial Readiness and Legal Strategy - [Case Name/Matter Number]

Dear [Client Name],

As we approach the trial date of [Trial Date], I am writing to provide an update on our trial readiness and to outline our core legal strategy.

1. Trial Schedule and Logistics

The trial is scheduled to take place at [Court Name/Location]. We anticipate the proceedings will last approximately [Number] days. Please ensure your availability for the duration of the trial.

2. Case Objectives and Strategy

Our primary objective is to [State Objective, e.g., prove non-liability / seek maximum damages]. Our strategy focuses on the following key points:

- [Key Strategy Point 1]
- [Key Strategy Point 2]
- [Key Strategy Point 3]

3. Evidence and Witnesses

We have finalized our exhibit list and witness disclosures. The following key witnesses will be called to testify on your behalf:

- [Witness Name 1] - To testify regarding [Topic]
- [Witness Name 2] - To testify regarding [Topic]

4. Client Role and Preparation

Your testimony is a critical component of our case. We have scheduled a final preparation session on [Date] at [Time]. During this meeting, we will review:

- Anticipated direct examination questions.
- Potential cross-examination topics from opposing counsel.
- Courtroom etiquette and decorum.

5. Risks and Contingencies

While we believe in the strength of our position, all trials involve inherent risks. We must consider [Briefly mention potential risks, e.g., specific evidentiary rulings or witness credibility]. We will continue to evaluate settlement options if they become advantageous.

Please contact me at your earliest convenience to confirm the preparation meeting or if you have any questions regarding this strategy.

Sincerely,

[Attorney Name]
[Law Firm Name]