

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Post-Hearing Status Report - Settlement Conference

Case Name: [Case Name]

Case Number: [Court Case Number]

Dear [Client Name],

This letter is to formally update you on the status of your case following the settlement conference held on [Date of Hearing] before [Judge/Mediator Name].

Conference Summary:

During the proceedings, both parties presented their current positions regarding [List key issues, e.g., liability, damages, or specific claims]. The following progress was made:

- [Summarize Offer 1: e.g., The opposing party offered a settlement amount of \$XX,XXX.]
- [Summarize Counter-offer: e.g., We responded with a counter-offer of \$XX,XXX.]
- [Summarize Agreement: e.g., A partial agreement was reached regarding XYZ / No final agreement was reached at this time.]

Current Status:

[Select one: The case has successfully settled / The case did not settle and will proceed to the next phase of litigation.]

Next Steps:

Based on the outcome of this conference, we will proceed as follows:

1. [Step 1: e.g., Drafting of the formal Settlement Agreement.]
2. [Step 2: e.g., Preparing for the upcoming Discovery deadline.]
3. [Step 3: e.g., Scheduling a follow-up meeting with you on Date.]

Please review this information and contact my office at [Phone Number] if you have any questions or require further clarification regarding the hearing or our strategy moving forward.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]