

[Law Firm Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

[Contact Name]  
[Client Company Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Monthly Litigation Progress Report - [Month, Year]**

**Matter:** [Case Name / Internal Reference Number]

**Court/Forum:** [Court Name and Case Number]

Dear [Contact Name],

Please find the monthly progress report for the above-referenced matter covering the period of [Start Date] to [End Date].

## **1. Executive Summary**

[Briefly describe the current status of the case and any significant milestones reached this month.]

## **2. Activities Completed This Period**

- [Activity 1: e.g., Filed Motion for Summary Judgment]
- [Activity 2: e.g., Conducted depositions of key witnesses]
- [Activity 3: e.g., Reviewed document production from opposing counsel]

## **3. Upcoming Deadlines and Scheduled Events**

- [Date]: [Event: e.g., Hearing on Motion to Dismiss]
- [Date]: [Event: e.g., Deadline for Expert Disclosures]
- [Date]: [Event: e.g., Mandatory Settlement Conference]

## **4. Strategic Assessment and Risk Analysis**

[Provide updates on any changes to the legal strategy, potential risks, or shifts in the likelihood of success/liability.]

## **5. Budget and Billing Status**

**Fees Incurred This Month:** \$[Amount]  
**Total Fees to Date:** \$[Amount]  
**Remaining Budget:** \$[Amount / Percentage]

## **6. Action Items for Client**

- [Item 1: e.g., Provide copies of internal emails regarding Project X]
- [Item 2: e.g., Confirm availability for prep session on Date]

Should you have any questions regarding this report or require further clarification on any specific item, please do not hesitate to contact me.

Sincerely,

[Attorney Name]  
[Title]  
[Law Firm Name]