

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Monthly Litigation Progress Report

Case Name: [Case Name / Caption]

Case Number: [Court Docket Number]

Reporting Period: [Month, Year]

Dear [Client Name],

Please find the status update regarding the above-referenced matter for the current month.

1. Significant Actions Taken This Month:

- [Description of motion filed/responded to]
- [Discovery requests sent or received]
- [Depositions conducted or scheduled]
- [Court hearings or conferences attended]

2. Current Status of the Case:

[Brief summary of the current phase of litigation, e.g., Discovery, Pre-trial, Settlement Negotiations].

3. Upcoming Deadlines and Scheduled Events:

- [Date]: [Event, e.g., Discovery Cut-off]
- [Date]: [Event, e.g., Mediation Date]
- [Date]: [Event, e.g., Next Status Conference]

4. Strategy and Next Steps:

During the next month, we intend to focus on [List primary objectives].

5. Financial Summary:

Total legal fees and costs for this period: \$[Amount]. (See attached invoice for details).

Should you have any questions regarding this report, please contact our office.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]