

Date: [Insert Date]

To: [Recipient Name/Lead Plaintiff/Class Members]

From: [Lead Counsel/Law Firm Name]

Subject: Monthly Litigation Progress Report - [Case Name/Docket Number]

Dear [Recipient Name],

This letter provides the monthly status update regarding the ongoing class action litigation for the period of [Start Date] to [End Date].

1. Current Status of the Case

The litigation is currently in the [Discovery/Motion/Settlement/Trial] phase. Recent activities include:

- [Key Activity 1]
- [Key Activity 2]
- [Key Activity 3]

2. Filings and Court Orders

During this reporting period, the following documents were filed with the court:

- [Date]: [Description of Motion or Filing]
- [Date]: [Description of Court Order or Ruling]

3. Upcoming Deadlines and Milestones

The following dates have been scheduled by the court or agreed upon by parties:

- [Date]: [Description of Deadline, e.g., Close of Fact Discovery]
- [Date]: [Description of Hearing, e.g., Class Certification Hearing]
- [Date]: [Description of Deadline, e.g., Expert Witness Disclosures]

4. Summary of Legal Strategy and Outlook

[Provide a brief, non-privileged summary of the current outlook and any adjustments to the legal strategy.]

5. Action Items for Class Representatives

[Insert specific requests for documents, depositions, or meetings, or state "No action required at this time."]

We will continue to provide updates as significant developments occur. Should you have any questions regarding this report, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Printed Name]
[Law Firm Name]