

**PRIVILEGED AND CONFIDENTIAL  
ATTORNEY-CLIENT COMMUNICATION**

Date: [Date]

To: [Client Name/Representative]

From: [Attorney Name/Law Firm]

Re: Monthly Litigation Progress Report - [Case Name/Matter Number]

Dear [Recipient Name],

This letter provides the monthly progress report regarding the status of the above-referenced litigation for the period of [Start Date] to [End Date].

### **1. Executive Summary**

[Brief overview of the current status of the case and any major developments this month.]

### **2. Activities Completed This Month**

- [Activity 1: e.g., Filed Motion for Summary Judgment]
- [Activity 2: e.g., Completed depositions of X and Y]
- [Activity 3: e.g., Responded to second set of document requests]

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

- [Date]: [Event: e.g., Mediation session]
- [Date]: [Event: e.g., Discovery cutoff]
- [Date]: [Event: e.g., Next court hearing]

### **4. Significant Legal Developments or Risks**

[Analysis of any recent rulings, new evidence, or changes in legal strategy that impact the case outlook.]

### **5. Budget and Expenses**

**Total Fees Billed This Period:** \$[Amount]

**Total Costs/Disbursements:** \$[Amount]

**Cumulative Total to Date:** \$[Amount]

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

- [Item 1: e.g., Review and sign affidavit]
- [Item 2: e.g., Provide electronic records for 2023]

Please contact me if you have any questions regarding this report.

Sincerely,

[Attorney Signature]

[Firm Name]