

Date: [Insert Date]

To: [Client Name/Company Name]

Attn: [Contact Person]

Re: Monthly Progress Report - Arbitration Case: [Case Name/Reference Number]

Dear [Contact Name],

This letter provides the monthly progress report regarding the ongoing arbitration between [Claimant Name] and [Respondent Name] for the period of [Month, Year].

1. Status of Proceedings

The case is currently in the [e.g., Discovery/Pre-hearing/Briefing] phase. The Arbitrator/Tribunal has issued the following orders: [Insert recent orders].

2. Actions Completed This Month

During the past month, we have completed the following tasks:

- [Task 1, e.g., Filed Statement of Claim]
- [Task 2, e.g., Exchanged document production requests]
- [Task 3, e.g., Conducted witness interviews]

3. Upcoming Deadlines and Scheduled Events

The following key dates are scheduled for the next 60 days:

- [Date]: [Event, e.g., Opposition Brief Due]
- [Date]: [Event, e.g., Document Production Deadline]
- [Date]: [Event, e.g., Status Conference]

4. Strategic Assessment and Risk Update

[Insert brief update on any changes to the legal strategy, potential risks, or settlement opportunities identified this month].

5. Financial Summary

Total fees and disbursements for this period: [Insert Amount].

Total legal spend to date: [Insert Total].

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

Sincerely,

[Your Name]

[Your Law Firm/Company Name]