

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Status Update on Settlement Negotiations - [Case/Reference Number]

Dear [Recipient Name],

I am writing to provide a formal update regarding the current status of the settlement negotiations between [Party A] and [Party B] concerning [Brief Description of Dispute].

As of [Date], the following progress has been made:

- [Status Point 1: e.g., Initial demand letter sent on Date]
- [Status Point 2: e.g., Counter-offer received on Date]
- [Status Point 3: e.g., Currently reviewing financial documentation]

At this stage, the primary outstanding issues remaining for discussion include:

- [Issue 1]
- [Issue 2]

We are currently awaiting [specific document/response] from [Party Name], which is expected by [Date]. Once this information is received, we anticipate moving forward with [Next Step].

We remain committed to reaching a fair and timely resolution. I will provide a further update once there is a significant change in the negotiation status or when a final agreement is drafted.

If you have any questions or require additional information in the meantime, please feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]