

[Date]
[Opposing Counsel Name]
[Law Firm Name]
[Address]

Re: [Case Name]
Case No.: [Court Case Number]
Subject: Joint Status Report Drafting Update

Dear [Name],

Pursuant to the Court's Order dated [Date of Order], the parties are required to file a Joint Status Report by [Due Date].

Attached for your review and comment is a preliminary draft of our portion of the Joint Status Report. Please provide your revisions and include your client's positions for the remaining sections by [Requested Return Date].

Once I receive your input, I will incorporate the changes and send a final version for your approval before filing with the Court.

I look forward to hearing from you.

Sincerely,

[Your Name]
[Your Law Firm]
[Your Phone Number]
[Your Email]