

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Status Update on Operating Agreement Review for [Company Name]

Dear [Recipient Name],

I am writing to provide you with an update regarding the review of the Operating Agreement for [Company Name].

Our team has completed the initial assessment of the document. We are currently in the process of [mention current stage, e.g., legal analysis / drafting amendments / final internal review].

Below is the current timeline for completion:

- **Current Status:** [In Progress / Pending Feedback / Final Review]
- **Estimated Completion Date:** [Date]
- **Next Steps:** [e.g., Scheduling a meeting to discuss findings]

At this time, we require the following additional information to proceed: [List items or write "None"].

We will notify you immediately once the review is finalized or if any issues arise that may delay the schedule. Please feel free to reach out if you have any questions in the meantime.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]