

**To:** [Requester Name/Department]

**From:** Legal Department

**Date:** [Current Date]

**Subject:** Status Update: Internal Legal Review - [Project Name/Matter Reference]

Dear [Name],

This letter is to provide an update regarding the legal review for [Project/Contract Name], which was submitted on [Submission Date].

**Current Status:** [Under Review / Pending Information / Draft Stage]

**Summary of Progress:**

The Legal Department has completed the initial assessment of the documentation. We are currently [state specific action, e.g., evaluating regulatory compliance / revising the terms and conditions / awaiting feedback from finance].

**Outstanding Items:**

To proceed with the finalization of this review, we require the following:

- [Item 1]
- [Item 2]

**Estimated Completion Date:** [Date]

We will notify you immediately if there are any significant changes to this timeline or if further clarification is required. If you have urgent questions, please contact [Contact Person] at [Email/Extension].

Best regards,

[Your Name]

[Your Title]  
Legal Department