

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Status of Preliminary Legal Due Diligence Findings - [Project/Transaction Name]

Dear [Recipient Name],

We are writing to provide a summary of our preliminary legal due diligence findings regarding [Target Company Name] in connection with the proposed [Transaction Type].

At this stage of our review, we have identified the following key areas of focus:

- **Corporate Records:** [Status update on articles of incorporation, bylaws, and minutes].
- **Material Contracts:** [Status update on client agreements, supplier contracts, and change of control clauses].
- **Intellectual Property:** [Status update on trademarks, patents, and licensing agreements].
- **Employment Matters:** [Status update on labor contracts, benefit plans, and pending disputes].
- **Litigation:** [Status update on active or threatened legal actions].

Significant Findings/Red Flags:

[Insert brief description of any critical issues identified to date, or state "No significant red flags have been identified at this time"].

Outstanding Items:

To complete our final report, we still require the following documentation:

- [Document Item 1]
- [Document Item 2]

This letter is for informational purposes only and represents a snapshot of our findings as of [Date]. Our final comprehensive report may include further observations as more information becomes available.

Please contact us if you wish to discuss these preliminary findings in more detail.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Company Name]