

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Matter Update and Reassignment - [Case/Matter Name or Number]

Dear [Client Name],

I am writing to provide you with an update regarding the management of your legal matter. Please be advised that [Former Paralegal Name] is no longer assigned to your case. Moving forward, [New Paralegal Name] will be the primary paralegal assisting me with your file.

[New Paralegal Name] is well-versed in the details of your matter and is ready to assist with any administrative needs or document collection. You may contact them directly at [Email Address] or [Phone Number].

Current Status Update:

[Insert brief description of current progress, e.g., We have successfully filed the discovery motions and are currently awaiting a response from the opposing counsel.]

Next Steps:

- [Upcoming Step 1]
- [Upcoming Step 2]

Please rest assured that this transition will not cause any delays in your case. As always, I remain the lead attorney overseeing all aspects of your matter.

If you have any questions regarding this change or the status of your case, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]