[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Pending Litigation - [Case Name/Reference Number]

Dear [Client Name],

I am writing to provide you with a formal update regarding your legal matter. We have received notice that litigation has been initiated or is officially pending regarding [Brief Description of Dispute].

Current Status:
The following documents have been filed: [List Documents, e.g., Complaint/Summons]. We are currently in the process of reviewing the allegations and preparing the necessary legal response.

Next Steps:

- **Response Filing:** We must file a formal response by [Date].
- **Document Preservation:** You are legally required to preserve all records, emails, and physical documents related to this matter. Do not delete or destroy any potential evidence.
- **Communication:** Please refrain from discussing this case with the opposing party or any third parties without our prior approval.

Required Action:
Please contact my office by [Date] to schedule a meeting to discuss our defense strategy and the specific details of the filing.

We will continue to keep you informed as the case progresses. If you have any immediate questions, please contact me directly at [Phone Number].

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]