
Client-Lawyer Legal Letter

[Your Name/Your Law Firm's Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Subject: Legal Representation Agreement/Update

Dear [Client's Name]:

1. Introduction:

I am writing to confirm our legal representation arrangement regarding [specific matter, e.g., "the breach of contract claim"].

2. Scope of Representation:

Our representation will include [specific services, e.g., "reviewing documents, negotiating settlements, and representing you in court"].

3. Status Update/Details:

As of [date], the following progress has been made on your case:

- [Update 1]
- [Update 2]

4. Next Steps:

We will proceed with [specific actions, e.g., "filing the complaint by [date]"]. Please provide [additional requirements, e.g., "any outstanding documents"] by [specific date].

5. Contact Information:

If you have any questions or need clarification, feel free to reach me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title/Position, e.g., Attorney-at-Law]

[Your Firm's Name, if applicable]

[Enclosures: [List any attached documents, if applicable]]