### horizontal line**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]]