

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Law Firm		
Address Line		
City, State Zip Code		

Re: Letter to Attorney Seeking Update on Litigation

Dear :

Some time has passed since I last spoke to you regarding {trial, case, etc.}. I was writing to get an update on the proceeding. Please contact me at your earliest convenience regarding the status of this (trial, case, etc.).

Thank you for your time and help in this matter.

Sincerely,

N A M E