

**[Monthly Status Letter]**

{Date}

{Name}  
{Company Name}  
{Address 1}  
{Address 2}  
{City, State, Zip Code}

Dear {Salutation}:

In order to keep you informed on a regular basis regarding your case, I will be sending you status reports such as this one on a monthly basis. Please do not hesitate to contact me at any time for more detailed information concerning the progress of your case.

Since our last meeting on \_\_\_\_\_, the following has happened:

[specify court appearances, discovery, motions filed, etc.]

I have enclosed copies of correspondence, filings, other documents our firm has prepared on your behalf since our last status report, and a monthly bill for our services, which I trust you will find in order.

Thank you for allowing our firm to represent you in this matter. We will continue to apply our best efforts on your behalf and report to you as your case continues.

Sincerely,

Firm Name  
Lawyer Name

Enclosures