

[Attorney Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Litigation Assessment - [Case Name/Reference Number]

Dear [Client Name],

This letter provides our formal assessment of the ongoing litigation regarding [Brief Description of Matter]. Based on our review of the evidence and legal research conducted to date, we offer the following evaluation:

1. Executive Summary

[Provide a 2-3 sentence overview of the current status and the primary legal issue at hand.]

2. Factual Background

[Briefly summarize the key facts that are shaping the case.]

3. Legal Analysis and Merits

[Discuss the strengths and weaknesses of the legal arguments. Mention any critical statutes or case law.]

4. Liability and Damages Assessment

[Estimate the probability of a favorable outcome and the potential range of financial exposure or recovery.]

5. Strategic Recommendations

[Outline recommended next steps, such as discovery, motion practice, or alternative dispute resolution/settlement.]

6. Estimated Costs and Timeline

[Provide an estimate of future legal fees and the anticipated time to reach a resolution.]

Please note that this assessment is based on currently available information and is subject to change as new evidence or legal developments arise.

We look forward to discussing this assessment with you further. Please contact our office to schedule a follow-up call.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]