

DATE: [Insert Date]

TO: [Insert Name of General Counsel/Board of Directors]

FROM: [Insert Name of Handling Attorney/Firm]

RE: Quarterly Litigation Status Update - [Insert Case Name/Matter Number]

1. EXECUTIVE SUMMARY

[Provide a 2-3 sentence overview of the current status of the matter and any significant changes since the last report.]

2. PROCEDURAL STATUS & RECENT DEVELOPMENTS

[Detail recent filings, motions, court rulings, or discovery milestones reached during this period.]

3. UPCOMING DEADLINES & MILESTONES

- **Discovery Completion:** [Insert Date]
- **Motion for Summary Judgment:** [Insert Date]
- **Mediation/Settlement Conference:** [Insert Date]
- **Trial Date:** [Insert Date]

4. RISK ASSESSMENT & EXPOSURE

Liability Evaluation: [Updated assessment of the likelihood of an adverse outcome.]

Damages/Exposure: [Estimated financial impact, including potential judgment or settlement ranges.]

5. STRATEGY & RECOMMENDATIONS

[Outline the proposed legal strategy for the next 90 days, including potential settlement opportunities or necessary investigative steps.]

6. BUDGET & LEGAL SPEND

Fees Incurred to Date: \$[Insert Amount]

Estimated Future Costs: \$[Insert Amount]

Budget Variance: [Explanation of any deviations from the initial budget.]

Should you have any questions regarding this update, please contact [Insert Contact Name] at [Insert Phone/Email].

Sincerely,

[Insert Signature Name]
[Insert Law Firm Name]