

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Inquiry Regarding Pending Legal Action and Outstanding Claims**

Dear [Recipient Name],

We are writing to formally request information regarding any pending or threatened legal actions, proceedings, or claims involving [Subject Individual/Entity Name].

Please provide a detailed report including the following information:

- Nature of the litigation or claim;
- Current status of the proceedings;
- The amount of potential liability or damages sought;
- An assessment of the likelihood of an unfavorable outcome.

This information is required for [mention purpose, e.g., financial audit, due diligence, or internal review]. We request that you provide this information by [Insert Date].

If there are no pending or threatened claims to report, please provide a written statement confirming this status.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]