

## Status of Activity Letter

---

[Date]

[Client Name]

[Address]

[City, State, Zip]

RE: [Matter]

File Number: [File Number]

Dear [Client Name]:

In order to keep you informed on a regular basis regarding your matter, I will send status reports on a [regular/weekly/monthly] basis. As always, though, feel free to contact me at any time for more detailed information concerning the progress of your case.

Since our last meeting or report on [Date], the following has occurred:

[Status Report]

I have enclosed copies of correspondence, filings, and any other documents [I have] [our firm has] prepared on your behalf since my last status report. I have also enclosed the monthly bill for services. Please remit payment if the bill reflects a payment due.

Thank you for your trust in me as your attorney. [ I ] [We] will continue to work on your behalf and provide reports as the case continues.

Sincerely,

[Attorney Name]

[Firm Name]

Enclosure[s]

NOTE: This material is intended as only an example, which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ISBA Mutual Insurance Company be liable for any direct, indirect, or consequential damages resulting from the use of this material.