

**UNITED STATES DISTRICT COURT LETTER**

Court Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Judge: \_\_\_\_\_

**Sender Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Recipient Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Subject:**

Notice Regarding Pending Litigation and Court Proceedings

**Body:**

Dear Sir or Madam,

This letter serves as formal notice regarding the above-referenced case pending before this Court. The sender hereby communicates all pertinent information, documents, and requests related to the case in accordance with the applicable Federal Rules of Civil Procedure and local court rules.

All parties are reminded to comply fully with discovery obligations, deadlines, and procedural requirements as set forth by the Court's scheduling orders and applicable law.

Please be advised that any failure to comply with court orders or procedural mandates may result in sanctions, including but not limited to dismissal, default judgment, or other remedies as authorized by law.

If there are any questions or need for clarification regarding any aspect of this matter, please direct inquiries to the undersigned counsel promptly to avoid delays or prejudice to any party.

Thank you for your attention to this important matter.

Respectfully submitted,

**Sender's Signature**

**Recipient's Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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