

Serious and professional email addressing client issue

Subject: Urgent Matter Regarding Your Case

Dear [Client Name],

I am writing to inform you of a development concerning your ongoing legal matter. It is imperative that we discuss the recent updates to ensure we take the necessary actions promptly.

Please let me know your availability for a meeting or call at the earliest convenience. Your timely response will help us protect your interests effectively.

Thank you for your attention to this matter.

Best regards,

[Your Name]

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