



Name
 Address

PRIVATE & CONFIDENTIAL

BY [EMAIL/POST/FAX]

For **NAME**

Dear **Sir/Madam,**

SUBJECT MATTER

Thank you for engaging us as your preferred legal service provider for the above matter. We trust this is the beginning of a long and successful relationship between your esteemed **[company/self]** and ourselves.

Below is the important information regarding your file with us. If there is anything we can assist you with, or if you need to be in contact with us at anytime, please allow these details to be of assistance:-

File Reference No.	Type File Reference No. Here
Subject Matter	Type Subject Matter Here
Date Engaged	Type Date Here
Contact details	Type Person in Charge's Details Here
Alternate Contact Details	Type Alternate Person in Charge's Details Here

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