**Block 1, Assessment 2, Part 2: Referral Email**

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| **Student Name** |  |

**Instructions**

Write a referral for the client to the agency.

Use the **Referral Email template** to guide your work.

Your email should be approximately **half a page (½)** page in length and must:

* Introduce the client to the agency / legal firm
* Clearly explain the client’s legal issue
* Request the agency / legal firm contact the client to offer support
* Use polite, courteous and business-like text
* Align with the XYZ Legal Communications Policy.

**Referral Email template**

|  |  |
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| To |  |

|  |  |
| --- | --- |
| CC |  |

|  |  |
| --- | --- |
| Subject |  |

*Enter text in the boxes below. The box will expand as you type.*

Introduce the client to the agency.

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|  |

Clearly explain the client’s legal issue.

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Request the agency contact the client to offer support.

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| From |  |
| Title |  |