**Block 1, Assessment 2, Part 1: Report to the Client Email**

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| **Student Name** |  |

**Instructions**

The solicitor has asked you to provide written information to email to the client.

Use the **Report to the Client Email template** to guide your work.

Your email should be approximately **one (1)** page in length and must:

* Clearly outline the options available to the client and the related legal processes
* Advise the client of the potential conflict of interest
* Support the client to make an informed decision on their legal options
* Refer the client to the agency as identified by the solicitor
* Use polite, courteous and business-like text
* Align with the XYZ Legal Communications Policy.

**Report to the Client Email template**

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| To |  |

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

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

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

Clearly outline the options available to the client and the related legal processes.

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| *(Hint: refer to Assessment 1, Part 3: Report to the Solicitor)* |

Advise the client of the potential conflict of interest.

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Support the client to make an informed decision on their legal options.

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Refer the client to the agency / legal firm as identified by the solicitor.

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| From |  |
| Title |  |