**Assessment Task 1**

**Part 2 - Email to Client**

**Instructions**

Once you have completed your Native Title Fact Sheet you need to email a copy to the client (using the **Email Template** provided below), Eddie Bilson, an elder from the X People and the applicant representing a Native Title claimant group.

Your email must include an appropriate subject and message.

In the body of your email:

* Include an introduction (as you have not met the client)
* Refer to the enclosed Fact Sheet
* Ask the client to come in for an appointment to further discuss the Native Title claim (suggest a day and a time)
* Request the client to bring with them to the appointment any documentation relating to their familial history and any other supporting documentation. Provide **two (2)** examples of appropriate documentation your client should provide. (For example: authorisation to represent the claimant group; map/description of the claimed area; description of claimant group, etc).

**Email Template**

**To:**

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|  |

**CC:**

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**Subject:**

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

* *An introduction (as you have not met the client)*

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* A request for their familial history and any other supporting documentation

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***Two (2)*** *examples of appropriate documentation the client should provide. For example, authorisation, map of area, etc.*

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**From:**

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**Role Title:**

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