**Assessment Task 2**

**Part 3: Email to Solicitor**

**Instructions**

Once the form and affidavit are complete you will need to present them to your principal solicitor for reviewing and signing and then lodge them with the appropriate court.

To do this, draft an email (using the **Email to Solicitor Template** provided) that includes:

* The subject of your email, which should include the correct court name; and
* References to the Claimant Application, and affidavit and any supporting documents as attachments.

**Email to Solicitor Template**

**To:**

|  |
| --- |
|  |

**CC:**

|  |
| --- |
|  |

**Subject:**

|  |
| --- |
| Subject of your email should include the correct court name. (Please delete this red text once you have completed the response.) |

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

|  |
| --- |
| References to the Claimant Application, affidavit and any supporting documents as attachments. (Please delete this red text once you have completed the response.) |

**From:**

|  |
| --- |
|  |

**Role Title:**

|  |
| --- |
|  |