**Assessment 2: Part 4 – Email to Solicitor**

**Instructions**

Email the letter to your principal solicitor using the **Email to Solicitor Template** below. The email must include an appropriate introduction and conclusion and must be in plain English with no spelling and grammar errors.

In the email:

* Ask the solicitor to review the letter and request their feedback.
* Inform the solicitor that once the agreements are signed and returned by the parties that they will be stored as per workplace and legislative requirements.

**Email to Solicitor 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.*

**Attachment:**

|  |
| --- |
|  |

**To:**

*(Name of solicitor)*

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Reference to the attached letter to parties and request for review and feedback:

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Inform the solicitor that once the agreements are signed and returned by the parties that they will be stored as per workplace and legislative requirement.

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Appropriate conclusion to email (e.g. thank you; look forward to; etc.).

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|  |

**From:**

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**Title:**

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