

# LAWYER LETTER

Law Firm: \_\_\_\_\_  
Lawyer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone / Email: \_\_\_\_\_

## Client Information:

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone / Email: \_\_\_\_\_

## Re:

Subject of this Letter: \_\_\_\_\_

## Introduction

We act on behalf of our client named above. This letter is to formally communicate the legal matters concerning the subject referenced herein and clarify our client's position and intentions.

## Scope of Representation

Our firm has been retained to provide legal advice and representation relating to the matter specified. This letter outlines the scope of our engagement, the relevant facts as understood, and the actions proposed.

## Facts

Based upon information provided by our client and other sources, the following facts are pertinent to this matter. These facts form the basis for our legal advice and any further actions or negotiations.

## Legal Analysis

Under the laws of Canada, specifically referencing applicable federal and provincial statutes, regulations, and case law, the situation is evaluated as follows. Our analysis includes potential risks, rights, and obligations of our client.

## Client's Instructions

Our client instructs us to pursue the following course of action in relation to the matter at hand. Any further developments or changes in circumstances will be communicated promptly.

## Confidentiality and Privilege

This letter and its contents are confidential and subject to solicitor-client privilege. It is intended solely for the use of the recipient and may not be disclosed or relied upon by any other party without our express written consent.

## Closing Remarks

Please note that this letter does not constitute a comprehensive review of all legal issues but is intended to address the specific matters identified herein. We remain available to discuss any questions or concerns.

## Signature

Yours faithfully, \_\_\_\_\_ [Lawyer's Name] [Law Firm Name] [Contact Information]

**Lawyer Signature**

**Client Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://docstemplates-ca.com/lawyer-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-ca.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.