

DATE: [Insert Date]

TO: [Insert Recipient Name/Legal Counsel]

ADDRESS: [Insert Address]

RE: Instruction Letter Regarding [Insert Case Name/Reference Number]

1. FORMAL APPOINTMENT

This letter serves as a formal instruction for you to act on behalf of [Insert Client Name] in relation to the following legal matter: [Insert Brief Description of Matter].

2. SCOPE OF SERVICES

The scope of your instructions includes, but is not limited to:

- Reviewing all provided documentation and evidence.
- Providing legal advice on [Insert Specific Legal Issue].
- Representing the client in negotiations or court proceedings.
- Drafting necessary legal instruments and correspondence.

3. FACTUAL BACKGROUND

[Insert a concise summary of the facts and the current legal status of the matter].

4. OBJECTIVES AND DEADLINES

The primary objective of this instruction is to [Insert Desired Outcome]. Please note the following critical deadlines: [Insert Dates/Statutory Time Limits].

5. CONFIDENTIALITY AND PRIVILEGE

All information provided in connection with these instructions is confidential and subject to legal professional privilege. You are required to maintain strict confidentiality in accordance with professional conduct rules.

6. FEES AND DISBURSEMENTS

Services shall be rendered in accordance with the agreed fee structure: [Insert Fixed Fee/Hourly Rate]. Any significant disbursements must be approved in writing before being incurred.

7. DOCUMENTATION

Attached are the following documents for your review: [List Attached Files].

Please acknowledge receipt of these instructions and confirm your acceptance of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]