

LAW FIRM NAME

123 Legal Avenue, Suite 100

City, State, Zip Code

Phone: (555) 123-4567 | Fax: (555) 987-6543

Email: info@lawfirmexample.com | Website: www.lawfirmexample.com

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Company]

[Recipient Address]

[City, State, Zip Code]

RE: [Case Name or Matter Description]

Our File Number: [Insert File Number]

Dear [Recipient Name],

[Insert letter content here.]

Sincerely,

[Attorney Name]

[Law Firm Name]