**Sample Client Activity Letter**

June 20, 20—

Mr. John J. Client 123 Main Street Anytown, Louisiana 45678

RE: File Subject or Matter Description Our File

Dear Mr. Client:

Enclosed please find copies of the following:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please note the following:

\_\_\_\_ We are sending this to you for your information and file only; no action is required at this time.

\_\_\_\_ Review the enclosed and call me if you have any questions or comments.

\_\_\_\_ Review the enclosed and call me after your review; I would like to discuss the enclosed with you.

\_\_\_\_ Review the enclosed and call in my office to discuss these.

\_\_\_\_ Sign on the designated signature blanks and return same to me.

\_\_\_\_ Sign on the designated signature blanks before a notary and two witnesses, and return same to me.

\_\_\_\_ Note your comments on the enclosed and return same to me.

\_\_\_\_ Have these documents reviewed by all appropriate parties and call me to discuss.

\_\_\_\_ Forward copies of the documents requested so that we may proceed accordingly.

\_\_\_\_ Other:

If you should have any questions, please don’t hesitate to give me a call. Sincerely,

FIRM NAME

Attorney Name

[NOTE: Instead of a letter, three-part carbon transmittal slips or message reply/memo sheets can be used for the same purposes.]

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**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 4** Maintaining the Attorney-Client Relationship and Law Office Procedure