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| **Private & confidential**  [**Name of client]**  **[Address of client]** | **XX School Clinic**  **XX Law School**  **Email:** [**law-clinic@xxxx.ac.uk**](mailto:law-clinic@xxxx.ac.uk)  **Telephone:** |

**Director of Clinical Programmes:**

**Clinic Administrator:y**

Date:

File Reference:

Dear [Client’s name],

**Appointment on [insert day, date and time]**

We are pleased to confirm your appointment at the York Law School Clinic.

Please come to the Reception Desk in the XX building located on our XX campus and say you have an appointment with the Law School Clinic. Your advisors will meet you at Reception. Please note the Clinic is in the XX, not in the Law Building. Enclosed is a map showing you where to come.

Car parking at the XX campus is accessed from the XX park and ride turning off XXl Road. Please follow the signs for the XX once you make the turning, and then follow the road past the XX until you reach the car park..

The XX campus is accessible by bus using the XX service. All services run from various points in the City Centre.

We may not be able to assist in every case but if we can, we will. **It is important to note that in any event the Clinic is, initially, advice-only**. We are unable to take cases beyond this advice unless we specifically confirm, in writing, that we can. If having read the advice you wish to ask us to do more for you we will consider it but cannot at this stage guarantee doing so. If we cannot assist you further we will, where possible, try to refer you to other sources of help if you wish us to do so.

Enclosed is an *Information for Clients* leaflet that explains who we are and how we operate. You will be asked to sign a copy of this at your interview to show that you have understood and agree to the terms set out in it.

We look forward to meeting you.

Yours sincerely

Law School Clinic Administrator

Encs: Information for Clients and map