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| **Private & confidential**  **[Name of client]**  **[Address of client]** | **XX Law School Clinic**  **Email:**  **Telephone:** |

**Director of Clinical Programmes:**

**325819**

**Date:**

**Client Reference:**

Dear **[Client Name]**,

**Appointment on** *[insert day, date and time – in BOLD]*

Thank you for coming to see us at the XX Law School Clinic.

**The facts**

From what you have told us the facts of your case are as follows:

*[insert facts obtained from client]*

If you wish to add to or correct any of these facts please advise us as soon as is possible.

**Your concerns**

You asked us to advise you on the following issues:

*[insert a brief synopsis of each of the issues the client would like advice on]*

We are pleased to inform you that we are now researching your case and expect to send you our letter of advice by *[insert the date – this should be no later than 10 working days following the interview, or 14 calendar days]*.

It is important that we take this opportunity to remind you that the Law Clinic is, initially, an advice-only service and we are unable to take cases beyond the advice stage 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.

In the meantime, if you have any queries please contact the Clinic on the number or e-mail set out in the letter heading.

Yours sincerely

Clinic supervisor Student Advisors

Encs: **[Delete if there are no enclosures]**