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

**Director of Clinical Programmes:**

**Telephone:**

**Fax:**

**E-mail:**

**Date:**

 **File reference:**

Dear **[Client’s name]**,

Thank you for coming to see us at the XX Law School Clinic on **[insert date]**. We are in the process of evaluating the documents you provided us with at our meeting. The documents received were;

**[Record a numbered and detailed description of each document]**

If you believe there are any items missing, the details are incorrect, or you require the return of the documents prior to the completion of our enquiries please do not hesitate to contact the Clinic at the address above.

Yours sincerely

Clinic supervisor Student Advisors

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