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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]**. I am pleased to confirm that we have now reviewed the original documents you provided us with at our meeting, The documents provided were::

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

We are in the process of evaluating the information you have provided, and where required we have taken copies of the original documents to assist with our ongoing enquires. As the original documents are no longer required please find them enclosed, with our thanks along with an Acknowledgment of Return Form which we kindly request you to sign and return to the Clinic.

If you believe the details of your documents are incorrect, or there are any returned items missing please do not hesitate to contact the Clinic; the details are above.

Yours Sincerely

Clinic supervisor Student Advisors

Encs: **[Detail each document. NB. The enclosures should match the document description list. You also need to enclose the Acknowledgment of Return Form (Form 5bb)]**