

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

24 March 2022

Dear

**Re: «MATTER MATTER DESCRIPTION»**

Thank you for instructing the firm to act for you in respect of the above claim. This letter explains the basis on which we will carry out all the work on your file.

**Responsibility for the Work**

I, «CALCULATION\_FEE\_EARNER\_DESCRIPTION», am responsible for your file. I am a solicitor specializing in personal injury and clinical negligence claims and will be responsible for the majority of the work undertaken. The person with overall supervision of the matter is «CALCULATION\_EXECUTIVE\_NAME».

***YOUR CLIENT CARE DETAILS HERE***

Yours sincerely

«CALCULATION\_FEE\_EARNER\_DESCRIPTION»  
«PRACTICEINFO\_PRACTICE\_NAME»