The Building Blocks for Legal Correspondence

Use these building blocks to construct any type of letter

Types of Letters

Parts of the Letter	Transmittal	Requesting Information	Advice	Demand	Giving Instructions
Formalities	See Purdue Owl Website - www.bit.ly/legalformalities				
	Begin with introducing self if necessary				
Intro	identify project that enclosure relates to	identify reason information is needed	identify question asked and give brief answer	make demand	state task
Main Message	list enclosures and explain next steps	request specific info	explain advice in enough depth so reader understands, explain options if appropriate	support demand	give step-by-step instructions
Closing	Thank reader				
	offer to answer questions	offer to explain further and include contact info	reiterate conclusion, add value with recommendations, offer to answer questions	explain consequences for failing to meet demand, give deadline, include contact info	offer to answer questions, state any next steps

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