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| **Our Ref**: | Phone:  Fax: | TEL: 02 XXXX XXXX  FAX: 02 XXXX XXXX |

**BY EMAIL:**

Dear

**THANKS FOR MEETING WITH ME**

This is just quick letter to say thank you for meeting with me on .

I know that we talked about a whole lot of hard stuff.

We will meet again soon so we can keep talking about what is happening with the Court proceedings.

As we talked about, I am your lawyer. My job is to:

1. Explain things to you so that you can understand what is going on with the Court proceedings;
2. Listen to what you want to have happen and tell the Judge what you want;
3. Help you to understand what the Judge might say about what you want.

You told me:

**What is going to happen next**?

Your case goes to Court on . I will call you to arrange to see you again so that we can talk some more.

I am sending this letter in the mail and also by email. The one in the mail will have my card in it.

If you have any questions or you are worried about something you can give me a call.

**OR**

Option - SUBSEQUENT MEETING/AFTER COURT:

I am just writing you another quick letter so you know what is going on.

**What happened today?**

looked at your case on .

The Judge said

**What does this mean?**

It means that nothing is going to change until

**What happens now?**

I will contact you in the next few days to organise for you to come in and see me again.

Yours sincerely

Solicitor