**Sample Legal Advice Letter to Client**

From,

Roopa Mahajan

A.K. Associates

Date: August 24th, 2020 To,

Mr. Singh

21/1, Sherwood Estate Lake Gardens, Kolkata-21

Dear Mr. Singh,

After gathering sufficient information from the investigation and other necessary reports, our team has reached a conclusion. On seeking suggestions from a panel of experts, we advise you to follow a few legal proceedings to help us.

I am attaching a file explaining the same. Our team is looking forward to your reply.

Yours sincerely, Roopa Mahajan