

**Attachment 2
Sample Letter of**

Introduction ABC

**Lawyer, Barrister &
Solicitor**

Nancy Jones
Branch
Manager ABC
Credit Union
123 Main
Street City,
Prov
A1B 2C3

Dear Ms. Jones:

I would like to take this opportunity to introduce myself and to advise you that as a local lawyer, I would be pleased to offer my legal services to you and your borrowing customers.

I have been in practice since_____and my primary area of practice is real estate. I believe that keeping the business local is best for all parties involved in the transaction. I can provide cost- effective legal services to individuals purchasing homes and to existing home owners who are refinancing with your institution.

I am able to turn transactions around to meet your high service level standards. The fees I charge for my legal services are very competitive but, more importantly, I meet with every client face-to- face and provide them with advice that only a trained lawyer can provide. Because I am located in your community, not only will I keep you informed throughout the transaction, but I am also available to resolve any issues that may arise during the course of the transaction.

I would like to meet with you to discuss my professional legal services in more detail. In this regard, I will give you a call within the next two weeks to arrange a meeting.

If you have any questions, or if I may be of service to you, please do not

Introductory Letter Of Services

J Elliott



Introductory Letter Of Services:

Unveiling the Magic of Words: A Report on "**Introductory Letter Of Services**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Introductory Letter Of Services**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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