

Ch 10: Sample Introduction Email

Subject: Introduction

Good morning or afternoon] [Mr. Mrs. Ms.] [Last Name]:

Thank you for hiring [Firm's Name]. My name is [legal assistant's name] and I am a legal assistant. I am assigned to your case and will be your point of contact going forward. I wanted to establish contact with you. For any questions or concerns regarding your case, please do not hesitate to contact me.

Before anything else, however, I would like to confirm that you will be the main point of contact for this case and that e-mail is the best method to reach you. If you could, please, respond to this e-mail acknowledging receipt and confirming the method of contact. I have attached your signed contract with the law firm.

I would also like to set up a phone call between you and the attorney to discuss the next steps of your case. Please let me know if you have any questions. I look forward to assisting you!

Best regards,

[Name]

[Title]

[Firm's Name]

[Office address]

[Phone number]

[E-mail address]

[Website]