

**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 hesitate to contact me.

Yours truly,

ABC Lawyer  
123-456-7893  
abc.lawyer@law.ca