

# LETTER OF ADVICE

Client Name:

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Matter Reference:

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## Introduction:

This letter outlines the advice provided by our firm with respect to the matter you have instructed us on. Please read this document carefully and retain it for your records. If you have any questions or require further clarification, please contact us promptly.

## Scope of Advice:

The advice contained herein is limited to the matters specifically described in your instructions. It does not constitute a comprehensive legal review of all potential issues or risks. Any actions taken outside the scope of this advice are at your own risk unless expressly covered in a separate agreement.

## Summary of Facts:

Based on the information you have provided, the relevant facts are as follows: • [Insert factual summary point 1]. • [Insert factual summary point 2]. • [Insert factual summary point 3].

## Legal Analysis:

Having reviewed the facts in the context of applicable Australian laws, the following analysis applies: • [Insert legal analysis point 1]. • [Insert legal analysis point 2]. • [Insert legal analysis point 3].

## Recommendations:

Based on the legal analysis, we recommend the following courses of action: • [Insert recommendation 1]. • [Insert recommendation 2]. • [Insert recommendation 3].

## Limitations and Disclaimers:

This advice is provided based on the information available at the time of preparation and does not guarantee any particular outcome. We disclaim any liability for actions taken based on this advice outside the agreed scope. You should seek further advice if circumstances change or upon receipt of new information.

## Confidentiality:

This letter and its contents are confidential and intended solely for the use of the client named above. Disclosure to any third party without our prior consent is prohibited except as required by law.

## Governing Law:

This letter of advice shall be governed by and construed in accordance with the laws of the Commonwealth of Australia. Any disputes arising out of or in connection with this advice shall be subject to the exclusive jurisdiction of Australian courts.

**CLIENT SIGNATURE**

**LEGAL ADVISER SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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