SAMPLE ADMINISTRATIVE FORM

CLIENT SURVEY COVER LETTER

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Dear [Client Name]:

As your lawyer, I am committed to providing you with the highest quality legal counsel possible. In order to do so, I need your advice and input.

Enclosed you will find a survey that asks you to rate our firm’s services, along with a postage-paid return envelope. By completing and returning this questionnaire, you will assist us in improving our services.

I personally want to thank you in advance for your time and cooperation in completing and returning the enclosed survey. If you have any questions, please feel free to call me.

Sincerely,

[Lawyer Signature]

[Firm Name]