



ROBERT WILLIAM GRAMLOW CONSULTING

Date

Mr. Sample
ABC Company
123 Anywhere Street
Anywhere, Ontario
L1L 1L1

Dear Mr. Sample:

I am announcing a new service available to law firms involved in solicitor and client assessments.

To give you some background, I have spent the last 20 years as an assessment officer in the Superior Court of Justice in the Ministry of the Attorney General, Superior Court of Justice. During that time, I assessed thousands of solicitor and client bills. I am also co-author with Master R.B. Linton of the manual entitled *The Nature of the Process for Assessing Solicitor and Client Bills*, which has proven to be an invaluable reference guide for solicitors undergoing assessments.

With my in-depth knowledge and experience, I am now providing law firms with these services:

In-house training seminars for lawyers and staff pertaining to solicitors bills

and

- | | |
|--|---|
| <ul style="list-style-type: none">• Preliminary analysis of accounts• Settlement recommendations• Support services for assessment or trial• Mediation | <ul style="list-style-type: none">• Detailed analysis of accounts• Risk evaluations of proceeding for assessment or trial• Expert witness evidence at assessment or trial |
|--|---|

I also offer an expeditious **Private Assessment Service**, provided the parties consent to an assessment and bring a motion before a judge pursuant to Rule 54.02(1) to order the assessment.

I look forward to discussing how I can help your law firm with its assessment needs. Please contact me for further information.

Sincerely,

Robert W. Gramlow