

**SAMPLE COVER LETTER FOR
JOINT REPRESENTATION CONSENT LETTER**

Re: Estate Planning

Dear _____ and _____:

Pursuant to my recent telephone conversation with _____, I am enclosing a Confidential Family Information Sheet and a joint representation consent letter that you must sign if you want our firm to represent both of you.

The answers to the questions on the enclosed Confidential Family Information Sheet will provide information that will assist me in our estate planning discussions. Please complete the Confidential Family Information Sheet. We will then arrange to meet and discuss your estate plan.

Although many spouses [registered domestic partners] have the same law firm prepare their estate plans, you may retain separate counsel for your estate plans. I am enclosing a joint representation consent letter that outlines some issues you should know of if you both retain the same lawyer. Please take time to review the joint representation consent letter. If you both retain this firm for your estate planning, please sign the joint representation consent letter and bring it with you to our initial meeting. Please call me if you have any questions.

I look forward to working with you.

Truly yours,

[Attorney]

[Firm]

Enclosures

IMPORTANT NOTICES

This material is provided for informational purposes only and does not establish, report, or create the standard of care for attorneys in Oregon, nor does it represent a complete analysis of the topics presented. Readers should conduct their own appropriate legal research. The information presented does not represent legal advice. This information may not be republished, sold, or used in any other form without the written consent of the Oregon State Bar Professional Liability Fund except that permission is granted for Oregon lawyers to use and modify these materials for use in their own practices. © 2018 OSB Professional Liability Fund.