

Attorney Selection Process

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to participate in the attorney selection process for [Specify Legal Matter/Case]. This letter outlines the necessary steps and requirements for your consideration.

Step 1: Submission of Documents

Please submit the following documents by [Insert Deadline]:

- Current Resume/CV
- Cover Letter
- References
- Proof of Qualifications

Step 2: Interview Schedule

Upon review of your documents, selected candidates will be invited for an interview scheduled between [Insert Dates]. Please confirm your availability by [Insert Response Deadline].

Step 3: Final Selection

After interviews have been completed, final selections will be notified by [Insert Notification Date]. We appreciate your interest and participation in this process.

If you have any questions, please do not hesitate to reach out to us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Contact Information]