

# [Your Law Firm's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

### **Subject: Request for Legal Counsel Privilege**

Dear [Recipient's Name],

I am writing to formally request the application of legal counsel privilege regarding the documents and communications exchanged between our respective parties on [insert relevant dates or timeframe]. This request is made in connection with [briefly explain the context, e.g., a pending legal matter, investigation, etc.].

As you are aware, legal counsel privilege is critical in preserving the confidentiality of communications made for the purpose of seeking or providing legal advice. We believe that the following documents should be protected under this privilege:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

Please confirm your agreement to this request by [insert deadline], ensuring that all measures are taken to maintain the confidentiality of the aforementioned communications and documents. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]