

Affirmation of Insurance Legal Services Procurement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to affirm the procurement of legal services related to our insurance needs. After a thorough review of potential candidates, we have selected [Law Firm/Attorney's Name] to represent us in the following matters:

- [Specific Legal Services Required 1]
- [Specific Legal Services Required 2]
- [Specific Legal Services Required 3]

This decision was made based on their expertise, reputation, and the comprehensive proposal submitted to us on [Proposal Submission Date]. We believe that their professional approach and experience will serve our best interests.

We are looking forward to collaborating with [Law Firm/Attorney's Name] and are confident that they will provide exceptional legal services. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]