

Notification of Legal Review Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Legal Review Request

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to formally notify you of our request for a legal review concerning [briefly describe the subject of the review, e.g., a contract, policy update, etc.].

We believe that a thorough review by the legal department is essential to ensure compliance with applicable laws and regulations, as well as to protect the interests of our organization.

Please find attached the relevant documents for your review. We would appreciate it if you could provide your feedback by [insert deadline date].

Should you have any questions or require additional information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]