

Sample Letter of Reference

Date :

From : [*name & address of referee*]

To : Secretary of the Departmental Monitoring Committee,
Legal Aid Department,
26/F., Queensway Government Offices,
66 Queensway,
Hong Kong

via : [*name of the solicitor*]

Reference for [*name of the solicitor*]

I am the Senior Partner / Sole Proprietor* of M/s _____.

I confirm that [*name of the solicitor*] is a partner / consultant / assistant solicitor*. I am of the view that [*name of the solicitor*]

has the experience and expertise as stated in Part II of his / her* Panel Entry Form/ Panel Update Form*. My firm agrees to [*name of the solicitor*]

undertaking legal aid work. We will afford him / her* the necessary support and facilities to handle legal aid work in a proper and professional manner.

Yours faithfully,

(*name & signature of referee*)
for M/s.

* Please delete as appropriate