

Logbook

Name: [REDACTED]

Membership no: [REDACTED]

1. Competency: 2

Communicate legal issues using appropriate methods

Learning Outcome: 2.1

2. Evidence provided:

Initial letter to client after receiving instructions from a colleague to act for client in transfer of property

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3. Outline how the evidence demonstrates you meet the outcome

Methods of communication used: The document provided is a letter to the client which was the most effective method of communication.

Why each was the most effective method of communication: The letter was the most effective method of communication because it was important that the client was aware of the costs involved and to have a note of who was dealing with his matter. I explained current situation and what is to happen next. If I had telephoned the client then he may not have remembered my name or the cost of the matter. It is important that this information is conveyed in writing so that the client could refer back to it if necessary. I did not have an email address for the client.

4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome). Note: you may want to complete this section at a later date once you have had time to reflect on your practice and experience.

It is a good idea to choose the most effective way of communicating with a client and it can be different methods for different clients. Whilst email is often the quickest and most convenient method it is not always appropriate.

5. Completion date:

11.10.2013

6. Signed (applicant)

[REDACTED]

Date:

27.1.14

7. Signed (supervisor)

[REDACTED]

Date:

17.09.14

[REDACTED]

11 October 2013

Our ref: [REDACTED]

Dear [REDACTED]

Miss E [REDACTED] has asked me to deal with the transfer of equity and mortgage of 13 [REDACTED]

I can confirm that I have received consent from [REDACTED] [BANK] that they are willing to transfer the mortgage into your sole name. I have sent this to [REDACTED] Solicitors so that they can see that [REDACTED] will be released from liability under the mortgage.

I have drafted the Transfer Deed and await [REDACTED] Solicitors approval before sending it to the [REDACTED] for sealing.

I can confirm that my costs for dealing with the transfer of mortgage and equity will be £250 plus VAT.

I will be in touch in due course with the Transfer Deed for your signature.

Yours sincerely

[REDACTED]
Legal Assistant

[REDACTED]