

Logbook Sheet	
1. Skills Element:	Learning Outcome:
Element 7: Legal Writing and Drafting	Effective letter writing
2. Evidence provided	
Letter to client dated 23 August 2023	
3. How does this meet the outcome?	
<p>I can write letters to co-professionals, clients, and other parties that are accurate, succinct, complete and precise. I have attached a letter that I sent to a client who was taking a renewal lease of a property. The renewal lease had been agreed and I was sending the engrossment lease to the client to be sealed in accordance with the client's internal requirements. I have frequently dealt with lease renewals and other instructions for this client and so they do not require me to set out exactly how the document needed to be sealed and signed.</p> <p>The client is an experienced property surveyor who was familiar with the terms of the current lease and therefore did not require a long letter setting out the terms of what was already in place. My letter therefore briefly summarised the main terms of the renewal lease.</p> <p>The letter uses 'plain English' whilst being aware of my client's experience and expectations and is set out in a logical way. I wrote using correct grammar and spelling.</p> <p>My client requires a hard copy of the document to be sent for sealing and so a letter, rather than an email, was sent.</p>	
4. Opportunities for further development (if any):	
Letter writing is key to advising clients. I have sent many letters to clients during my career (both before and after qualification) and I believe that my letter writing skills are good. However, there is always room to refresh my skills to make sure that my skills and knowledge are up to date.	
5. Completion Date:	
6. Signed (applicant):	
Date:	

Logbook Sheet	
1. Skills Element:	Learning Outcome:
Element 7: Legal Writing and Drafting	DRAFTING To correctly draft and complete all contracts, deeds, documents, forms and letters required throughout all stages of a conveyancing transaction
2. Evidence provided	
<p>Contract and Transfer dated 4 October 2023 Client care letter dated 2 August 2023 Deed of Release and Easement dated 22 September 2023 Letter dated 11 September 2023 Email dated 28 June 2023 Agreement for Lease dated 8 November 2023</p>	
3. How does this meet the outcome?	
<p>I am able to correctly draft and complete all contracts, deeds, documents, forms and letters required throughout all stages of a conveyancing transaction.</p> <p>I acted for a client who was selling a property as executor and needed to appoint a second trustee for one of the titles to the property. I drafted and negotiated the contract for sale and the transfer deed for this transaction. These documents are attached as evidence. I have also attached the client care letter that I drafted as part of this transaction.</p> <p>On a separate transaction I was acting for a client who is a public gas transporter. They had the benefit of easements and covenants but also had the burden of some covenants pursuant to two historic Deeds of Easement. The landowner wished to develop the land in question and so the parties agreed to release the historic covenants affecting the part of the land that was being developed in consideration for new rights and covenants. The Deed of Release and Easement that I drafted and negotiated is attached as evidence. I have also attached the letter that I sent to the client asking them to sign the Deed. The letter contains a brief overview of the terms of the deed. I act for this client regularly and they are experienced in dealing with and signing documents such as this Deed and so did not require an explanation of how to sign the document.</p> <p>I have also evidenced my use of the conveyancing protocol forms in the attached email to my client. I was instructed to sell a residential property and so I asked my client to complete the standard property information form and fittings and contents form as I would need to send these to the buyer's solicitor.</p> <p>As further evidence of the types of documents I am able to draft I have attached an Agreement for Lease dated 8 November 2023. I acted for the landlord in this transaction and drafted and negotiated the Agreement for Lease and Lease. The plans and specifications have been removed from the evidence supplied to keep the file size to a minimum.</p>	
4. Opportunities for further development (if any):	
<p>I regularly review updated guidance and case law on issues that have arisen when the drafting of documents has led to issues post completion. This allows me to make sure that the documents that I draft are correct. There is always opportunity to develop drafting skills and it is important to keep up to date in such matters.</p>	
5. Completion Date:	
6. Signed (applicant):	
Date:	