# **Company Letter of Introduction**

LETTER TO PROSPECTIVE CLIENTS

Welcome to the Law Office of Barrett & Lowe. My name is Peter Barrett, founding partner, and I would like to take the opportunity to introduce myself and tell you a little bit about our firm and what type of services we offer. We have been practicing law in the State of New York, primarily in the New York City Metropolitan area, since 2009.

At Barrett & Lowe we focus on staying current, take part in seminars and continually seek ways to improve our specialized knowledge. Teamwork is highly valued and we assign the appropriate professional with the right type of expertise to each case. We co-operate with eminent accounting, tax and business advisors and can quickly set up a team of advisors to help clients with more complex issues. We take pride in the fact that each client receives a customized response to their needs.

Open and honest representation is a priority in our partnership with clients. Our sworn duty is to act in their best interests within the bounds of the law. This may come in the form of guidance, consultation, representation in the courtroom and education. We are capable of offering effective solutions, mainly in the areas of business and property law, corporate law and labor law.

Business and property law is our main area of expertise. We support our clients and protect their rights when performing their business activities. We mainly perform the following:

* Preparation and analysis of contracts.
* Preparation of sample agreements.
* Due diligence when it comes to contractual relationships.
* Protection of assets.
* Legal advice for creditors when exercising their rights.
* Legal appraisal of property structure and identification of risks.

Our corporate law experience includes:

* Implementation of corporate governance principles.
* Restructuring of companies.
* Mergers and acquisitions transactions.
* Legal support for risk management.

Labor law can be complex and risky for entrepreneurs and in order to enhance their protection, we provide the following:

* Legal advice in setting up HR management.
* Elaboration of internal policies of a company.
* Preparation of a system for control of internal policies.
* Legal advice in management contracts.
* Preparation and performance of an HR audit.

We perceive the confidence of our clients as one of the major assets of our firm. We are fully insured and in the case of larger projects, we increase this insurance if necessary. Our current clients include a number of small and medium-sized businesses, economic organisations and industry associations.

We place a strong emphasis on thoroughly understanding our clients’ problems and finding practical solutions to achieve their goals. We are able to collect comprehensive and correct information through our broad network and are known for our tenacity in overcoming difficult problems. Our non-stop learning and desire to stay current with all things legal enables us to react promptly to any changes in law and in society to provide the most effective legal solutions for clients.

Peter Barrett  
Founder/CEO  
Barrett & Lowe Attorneys